



User Manual

Version 14.10

www.quickbooks.co.tz
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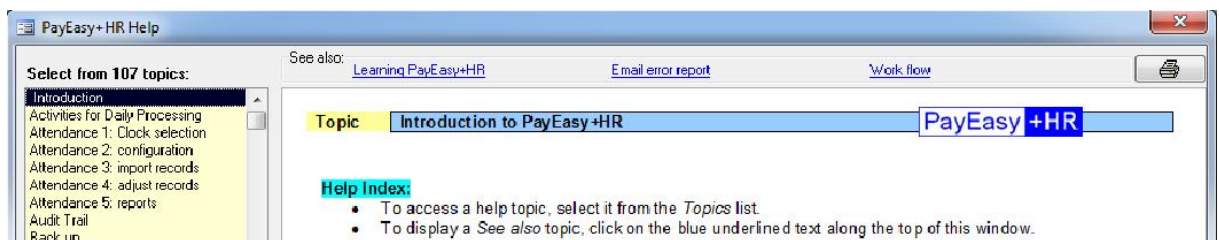
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1. Introduction: Payroll and HRM system


1.01 Help system

Help Index

- To access a help topic, choose *Help | Help Index*, and select the topic from the *Topics* list on the left.
- To display a *See also* topic, click on the [blue underlined](#) text along the top of the PayEasy+HR Help window.



Context sensitive help:

- Most data fields have balloon help – place the mouse pointer on the field for it to appear:
- Press function key F1 for context sensitive help.
- Click on the  button for specific help.



Learn about PayEasy+HR:

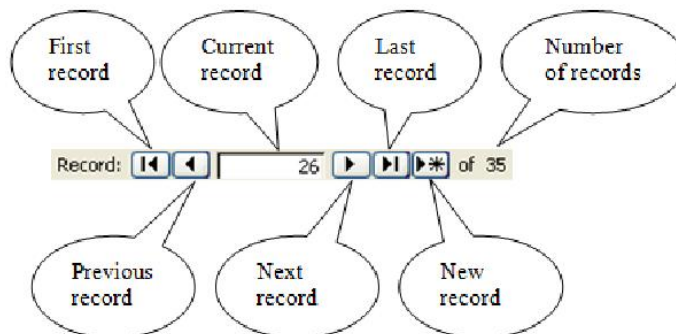
- Open the training file *TrainingPE.mde* to see what data to enter, and what the reports look like.

Assistance:

- If you experience problems with this software, send the developer an email: select the option *Help | Email Error report*.
- Did you forget your password? Contact info@quickbooks.co.tz.
- Note that PayEasy+HR software comes with a three months' free helpdesk included. After that, you will need to have a support contract: www.quickbooks.co.tz/support.htm

1.02 Navigation buttons

Purpose: Navigations buttons let you move between records.

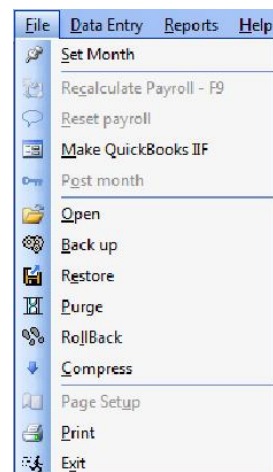


1.03 Menus

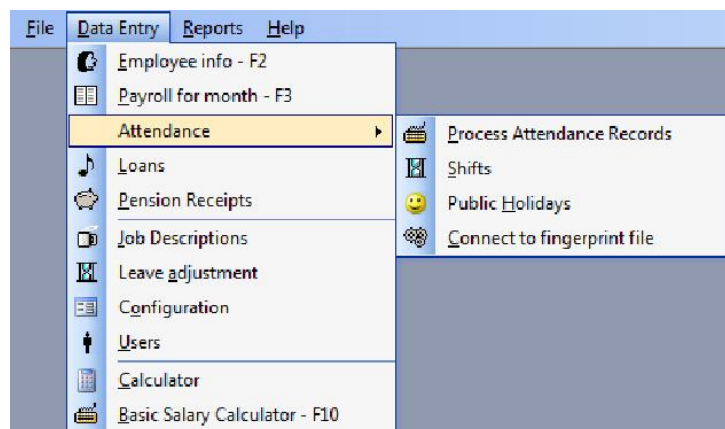
Purpose: Select activities with menus.

Menu options may be greyed out and inaccessible because:

- The current month was already posted.
- Your rights do not allow you access these options.



A black triangle indicates that a menu has sub menus:

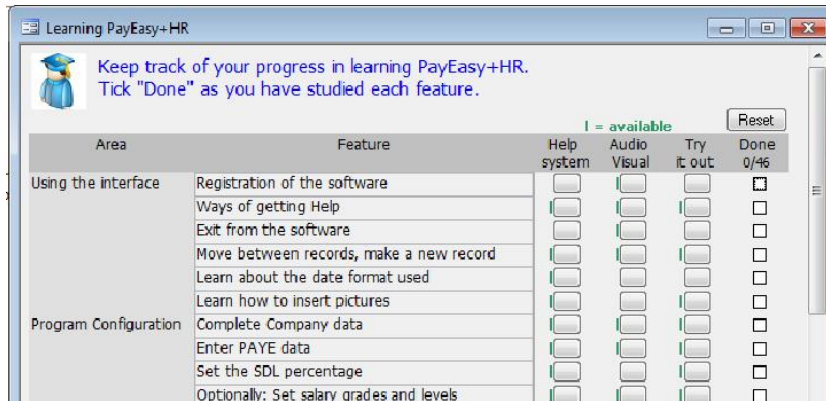


1.04 Learning to use PayEasy+HR

Purpose: guidance in learning to use the PayEasy+HR software

Menu: *Help* | *Help Index* | *Learning PayEasy+HR*

Learn about PayEasy's options by studying help screen, running an audio visual demos session, and trying out your skills in a selected entry screen.



1.05 If you experience problems

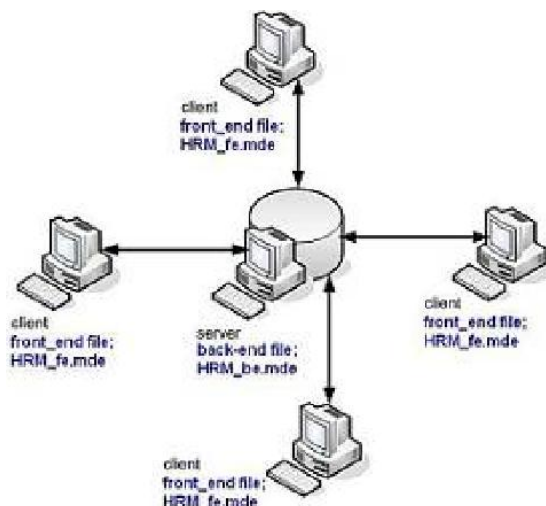
If the software produces errors:

- Choose to see the answers to Frequently Asked Questions: *Help* | *Help Index* | *FAQ1*, *FAQ2*
- Choose *Help* | *Email Error Report*. See section 5.2 for instructions.
- Send an email to info@quickbooks.co.tz and ask for assistance. Note that PayEasy+HR software comes with a three months' free helpdesk included. After that, you will need to have a support contract: www.quickbooks.co.tz/support.htm

1.06 Network

The software can be used stand-alone, or multi-user on a network. To make it multi user:

- Use the Windows Explorer to copy your *DataPE.mde* file to a shared drive.
- Link to it using *File* | *Open*.



1.07 Multiple companies

The software can be used for multiple companies. You need to purchase a license for each additional company file.

To open another company use the *File | Open* option – refer to section 2.7.2

1.08 Calculations for the payroll

This is the algorithm used in calculating payroll values:

Calculate Overtime

BasicPerHour = Basic / Hours in month

TotalOverTime = OT rate₁₋₄ * OT hours₁₋₄ * BasicPerHour

Calculate Gross

Gross = Factor * Basic + TotalOverTime + Earnings Taxable - Deductions Taxable

Calculate Pension

PensionBase = Basic for ZSSF, Gross for all others.

Pension Employee = EmployeePercentage * PensionBase

Pension Employer = EmployerPercentage * PensionBase

Calculate Taxable

Taxable = Gross - Pension Employee + Housing Taxable + Loan Taxable

Calculate PAYE

PAYE = Offset + Percentage * (Taxable - LowValue)

Calculate Take Home

Take Home = Gross - Pension Employee - PAYE - DeductForLoan – Deductions + Earnings

1.09 Date format

This program requires the date format to be dd/mm/yy, the so-called UK date format. If your PC is set to another date format, for example US with mm/dd/yy, then change it as follows:

- Start
- Settings
- Control panel
- (if in Win XP category settings: select Date, Time, Language, and Regional options)
- Regional and Language settings
- Change "English (United States)" to "English (United kingdom)"



As a date separator, use the / symbol. So you would enter the year's last day as 31/12/06 and **not** as 31.12.06 or 31-12-06.

1.10 Download Updates

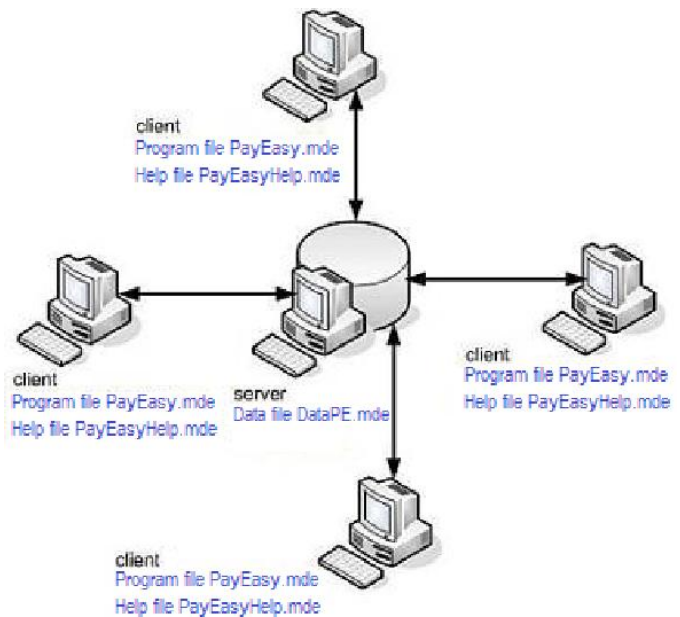
Updates are posted on the web:
www.quickbooks.co.tz/payeasyupdates.htm.
The files are:

- Program file - PayEasy.mde
- Help file - PayEasyHelp.mde
- User manual - Manual.pdf

To update:

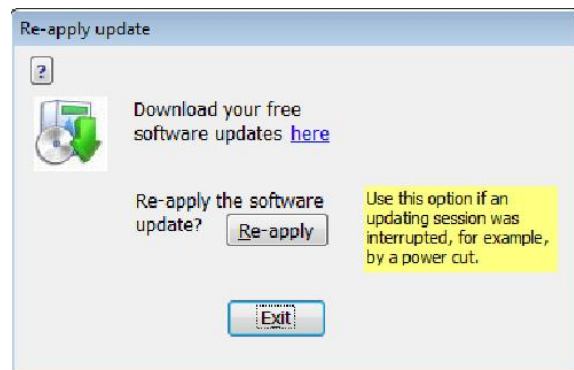
- Downloading the file HRM_updater.exe,
- Exit from the PayEasy+HR software.
- Run PayEasy_updater.exe

If you are using a network, copy the three new files to the program folder on each client PC: C:\PayEasy



1.11 Update Software manually

After downloading the update files, when PayEasy+HR opens for the first time, file structures are adjusted. If for some reason this updating process was interrupted, restart PayEasy+HR and select *Help | Updater*, and click *Re-apply*.



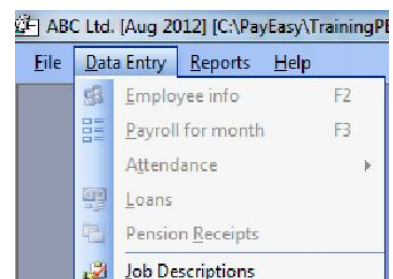
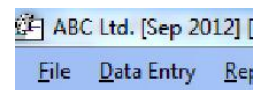
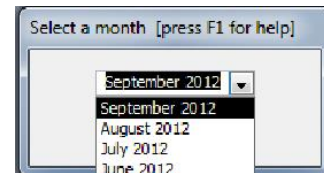
2. File commands

2.01 Set Month

Purpose: To choose the active month.

Menu: *File* | *Set Month*

- This sets the month for reports.
- The selected month is displayed along the top of the screen.
- Only if you select the current month, the payroll options on the *Data Entry* menu can be selected. Below you see that payroll entries cannot be changed for January 2008, which had already been posted.



2.02 Recalculate Payroll

Purpose: To refresh all calculations used in the form *Payroll for Month*.

Menu: *File* | *Recalculate*

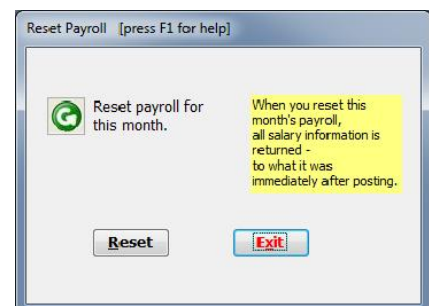
- Use this to update the payroll with changes made in the Employee form, or configuration values.
- Overtime, Leave taken, Loan or Advance will remain as you had set them.
- To reload default values for all fields, select the option *File* | *Reset Payroll*. All values for this month are reset to their standard values.

2.03 Reset Payroll

Purpose: To load the default values for this month.

Menu: *File* | *Reset Payroll*.

- Use this option to set all fields to their default values.
- Any changes that you made to Overtime, Leave taken, Loan or Advance will be reset to zero.
- To refresh all calculations select the option *File* | *Recalculate Payroll*, but keeping changes you made to Factor, Overtime, Leave taken, Earnings or Deductions.

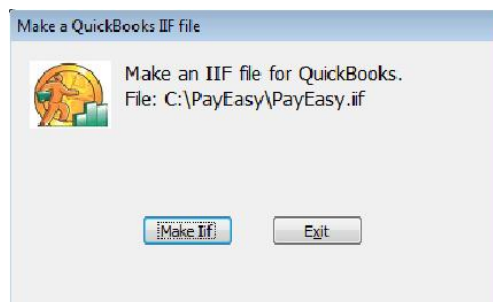


2.04 Make QuickBooks IIF file

Purpose: To export the monthly accounts' summary to an IIF file, that can be imported by QuickBooks

Menus: *File | Make QuickBooks IIF*
Data Entry | Configuration | Tab: Folders

1. Select the menu *File | Make QuickBooks IIF*. You see to which folder the IIF file will be exported.



2. To change the destination folder, select *Data Entry | Configuration | Folders* and select the path:



3. To import the data into QuickBooks:
 - a. Log on as the administrator
 - b. Select Single user mode: *File | Single user mode*.
 - c. In QuickBooks, import the PayEasy.iif file with *File | Utilities | Import | IIF files...*

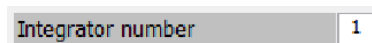
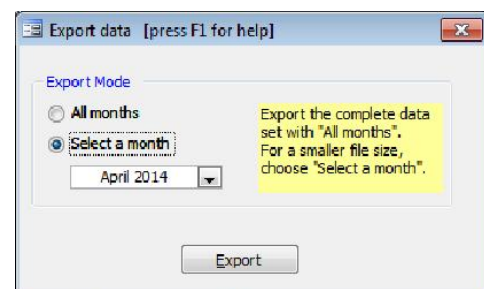
2.05 Make Export file

Purpose: To make a data file to be imported by the optional PayEasy Integrator software.

Menus: *File | Make export file*
Data entry | Configuration | Tab: Company

The optional software “PayEasy Integrator” imports data files from several PayEasy company files.

- To make such a data file, select *File | Make export file*. Select either all months, or a single month. Data files for all months may be large.
- Each data file must have a unique number corresponding to a company file, in a range of 1 .. 9. Configure this number in *Data entry | Configuration | Tab: Company*.

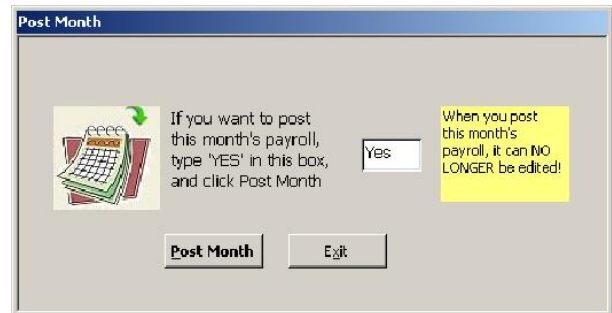


2.06 Post Month

Purpose: To permanently store this month's payroll information.

Menu: *File | Post month*

- Use this option after you have printed all payroll reports and are sure no more changes are needed.
- After posting the payroll, that data can no longer be changed! You are asked to enter the word “yes”.
- Click *Post Month*:
 - The current payroll is recalculated, and stored.
 - The payroll information for the next month is automatically initialized.
- You may view the reports of previous months with the option *File | Set Month*. You cannot change payroll values while in previous months.

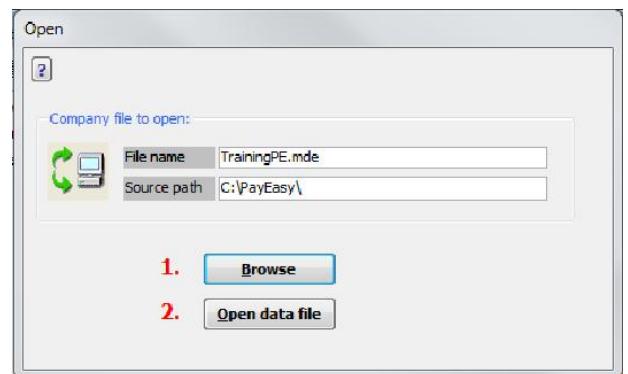


2.08 Open File

Purpose: To open another data file.

Menu: *File | Open*

- Use this to option to:
 - Use another data file
 - Use a data file placed on a server, shared by others.
- To select a data file:
 - Click Browse, and select the file.
 - Click “Link to Data file”



NOTES:

- If the file is located on another PC, it may take up to a minute to link.
- You have re-login.

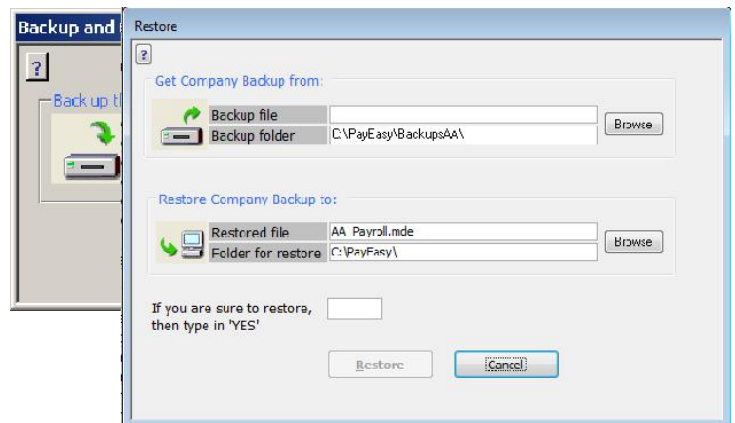
2.09 Back up

Purpose: To make a spare copy of the data. Before backing up, the data file is compressed.

Menu: *File | Back up*

Caution: Before backing up, make sure that **all users are logged off!**

- The data is stored in the back-end, its standard file name is *DataPE.mde*.
- The Backup path is set in *Data entry | Configuration | Tab: Folders*
- The backup file receives a suffix consisting of the date and time, for example: *DataPE_080126_1135.mde* was created on 26th January, 2008, at 11:35 hrs.
- To restore the file, see the next section.
- Set a back-up reminder in *Data entry | Configuration | Tab: Folders*



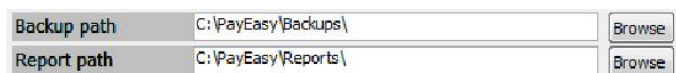
2.10 Restore data file

Purpose: To return data of a previously made backup.

Menu: *File | Restore*

Caution: Before restoring, make sure that **all users are logged off!**

- The data that is used by the software is stored in the back-end, called *DataPE.mde* by default.
- The backup files have suffixes consisting of the date and time. For example: *DataPE_080126_1135.mde* was created on 26th January, 2008, at 11:35 hrs.



2.11 Purge

Purpose: To remove old records from the data file, thereby reducing its size.

Menu: *File* | *Purge*

Caution: Before Purging data, **make a backup!**

- All records with dates ending in the year you selected will be erased when you click on *Purge*.



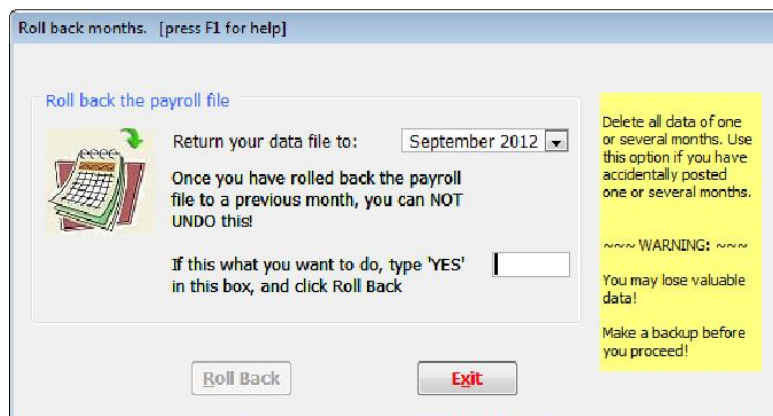
2.12 Roll back

Purpose: To permanently remove processed months from the data file.

Menu: *File* | *Rollback*

- This option allows you to edit a previous month, by permanently removing one or several months.
- Use this option if you have accidentally posted one or several months, and want to remove these.

Caution: You may lose valuable data! Make a backup before you proceed!



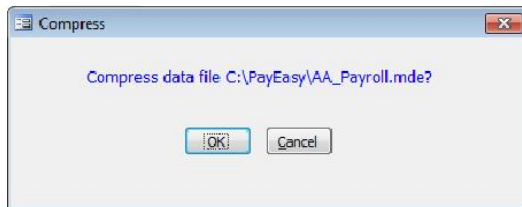
2.13 Compress data file

Purpose: To reduce the size of the data file.

Menu: *File* | *Compress*

The data file may grow to many times its original size while processing records and creating reports. By reducing the file size:

- The program works faster.
- It is easier to copy the data file to another location.



4. Make sure that other users, if any, have logged off. Close all open reports and forms.
5. Select *File* | *Compress*
6. Click OK

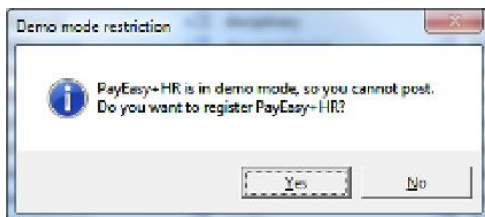
Caution: do not switch off the computer while compressing. Switching off the computer may result in loss of data.

2.14 Registration

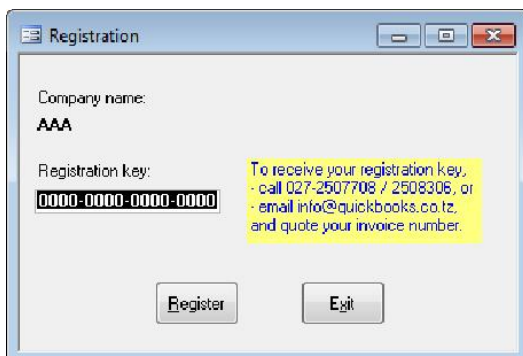
Purpose: Register the program, so that you can fully use it.

Menu: *File* | *Post Month*

When you are using PayEasy+HR in demo mode, you are unable to post the month, and continue with a next month. You will have to register first.



To register, select *File* | *Post Month*, click Yes.



Using the telephone numbers or email address provided contact us for a registration code. You will have to give us your invoice and receipt numbers as reference.

3. Data Entry

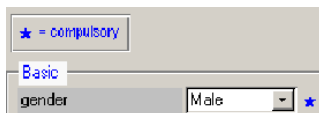
3.01 Employee info

Purpose:

1. To enter employees' information for reference.
2. To supply information for payroll and HRM reports.
3. To track employees' information over time.

Menus:

1. *Data entry | Employee Info*
 2. Define entries in pull down fields: *Data Entry | Configuration*.
- Options in pull-down lists are managed in *Data Entry | Configuration*.
 - Tabs are displayed or hidden as set in *Users | Employee Info tabs*
 - Fields with a blue asterisk must be filled in.



★ = compulsory


Basic

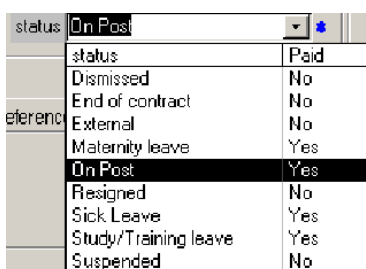
gender Male ★

- Run the “Missing” report by clicking [List Missing Fields](#), to find incomplete fields.
- To attach reports, click on the blue arrows and browse to the target document.



scanned docs → Arusha\Qbooks data\HRM\1-1 - Managing Director.doc

- To add a photograph: open a picture of approximately 100x 120 pixels in an editor program. Copy it with CTRL+C. Select the picture box in the employee info window, and paste it with CTRL+V.
- Only users with the Sysop level see the  button. Only *Delete* employee who were added by mistake.
- When Employees leave employment, make them inactive with the Status field:



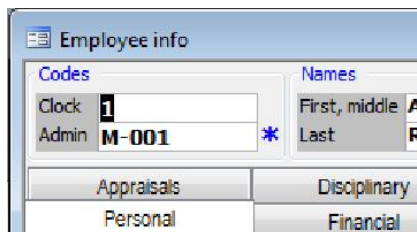
status	Paid
status	Paid
Dismissed	No
End of contract	No
External	No
Maternity leave	Yes
On Post	Yes
Resigned	No
Sick Leave	Yes
Study/Training leave	Yes
Suspended	No

3.01.01 Employee info - Codes

Purpose: Codes used for employees; either the Clock Code or Admin Code

Menu: *Data Entry | Employee Info*

- Every employee should be assigned an Admin code, and if attendance clocks are used, a Clock code also.
- Both codes may consist of up to 10 alpha-numeric characters.
- Depending on the Clock model, Clock codes are often numerical only.



NOTE: The Admin code is compulsory.

3.01.02 Employee info - Status

- The *Status* field captures the current employee status in *Data entry | Employee info*:
- Edit the status fields in *Data Entry | Configuration | Tab: Employment*. The active tick box indicates whether an employee is included in the payroll, and receives salary.

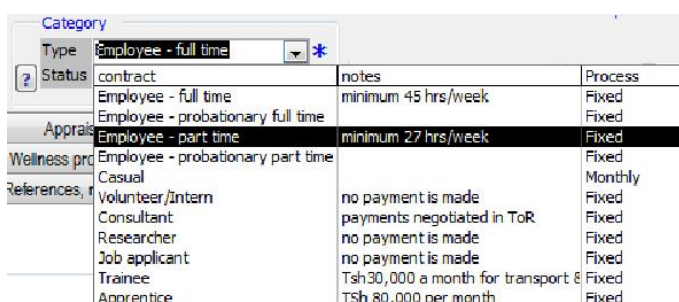


3.01.03 Employee info - Type of contract

Purpose: Set the type of contract.

Menus: (1) *Data entry | Employee info*. (2) *Data Entry | Configuration | Tab: Employment-1*

- The *Type* field captures the type of contract in *Data entry | Employee info*:



Type	notes	Process
Employee - full time	minimum 45 hrs/week	Fixed
Employee - probationary full time		Fixed
Employee - part time	minimum 27 hrs/week	Fixed
Employee - probationary part time		Fixed
Casual		Monthly
Volunteer/Intern	no payment is made	Fixed
Consultant	payments negotiated in ToR	Fixed
Researcher	no payment is made	Fixed
Job applicant	no payment is made	Fixed
Trainee	Tsh30,000 a month for transport &	Fixed
Apprentice	TSh 80,000 per month	Fixed

- The process field determines how salaries are calculated:
 - Fixed: for monthly processing
 - Monthly: for monthly muster roll processing
 - Daily: for daily muster roll processing, using finger print scanners
 - Confidential: Fixed, and only visible when logged in as Sysop.
- Edit the Type fields in *Data Entry | Configuration | Tab: Employment - 1*.

Type of contract	Notes	Process	Confidential
Employee - full time	minimum 45 hrs/week	Fixed	<input type="checkbox"/>
Employee - probationary full time		Fixed	<input type="checkbox"/>
Employee - part time	minimum 27 hrs/week	Fixed	<input type="checkbox"/>
Employee - probationary part time		Fixed	<input type="checkbox"/>
Casual		Monthly	<input type="checkbox"/>
Volunteer/Intern	no payment is made	Fixed	<input type="checkbox"/>
Consultant	payments negotiated in ToR	Fixed	<input type="checkbox"/>
Researcher	no payment is made	Fixed	<input type="checkbox"/>
Job applicant	no payment is made	Fixed	<input type="checkbox"/>

3.01.04 Employee info - Withholding tax

Purpose: Pay Withholding Tax for foreign consultants

Menus: (1) *Data entry | Configuration | Tab: earnings, deductions*. (2) *Data entry | Employee Info | Tab: Financial*

Monthly fees for foreign consultants (individuals not companies) are paid with 15% withholding tax. They are not subject to PAYE, and pension contribution is optional.

To configure this:

1. In *Data entry | Configuration | Tab: earnings, deductions* create a deduction “Withholding Tax”, choose 15% of Gross salary:

Deduction	Recur- rent	Type	Qty	Tax Deduct
Absent	<input type="checkbox"/>	Days	0.00	<input checked="" type="checkbox"/>
Adjustment - non-taxed	<input type="checkbox"/>	TZS	0.00	<input type="checkbox"/>
Adjustment - taxed	<input type="checkbox"/>	TZS	0.00	<input checked="" type="checkbox"/>
Advance	<input checked="" type="checkbox"/>	TZS	0.00	<input type="checkbox"/>
Withholding tax	<input checked="" type="checkbox"/>	%Gr	15.00	<input type="checkbox"/>

2. To skip paying PAYE, check the tick box “Do not pay PAYE” in *Data entry | Employee Info | Tab: Financial*:

☒ Do not pay PAYE

3.01.05 Employee info - Picture / Logo

Purpose: Paste pictures and logo into forms.

Menu: (1) *Data Entry | Employee Info | Tab: Personal*
(2) *Data Entry | Configuration | Tab: Company*

Pictures / graphics are set in two places:

- **Employee's photograph.**
 - The employee photograph is used in the report “*Employee Info sheets*”.
 - To add a photograph:
 - Open a picture of approximately 100x 120 pixels in an editor program.
 - Copy it with CTRL+C. Select the picture box, and paste (CTRL+V) it.
 - Select the picture box in the Employee Info window, and paste it with CTRL+V.
- **Organization's logo.**
 - The logo is printed at the top of all reports.
 - To add a logo:
 - Open a graphics file of a logo of approximately 100x 500 pixels in an editor program.
 - Copy it with CTRL+C.
 - Select the picture box in the *Configuration – Company* window, and paste it with CTRL+V.



The screenshot shows the 'Configuration' window with the 'Company' tab selected. The form includes the following fields:

Name Organization	ABC Ltd.
Address	Uhuru Rd 77
PO Box	P.O. Box 24000
City	Arusha
Phone	(00 255) 27 2537777
Fax	(00 255) 27 2538666
Email	abc@arusha.co.tz
Tax Identification Number (TIN)	123456789

On the right side of the form, there is a 'Load *.jmo file' button and a 'Logo' field. The logo field displays a logo for 'ABC Ltd.' with a green and red graphic element.

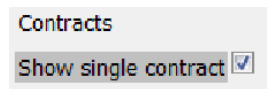
3.01.06 Employee info - Contracts

Purpose: Record employees' contract data

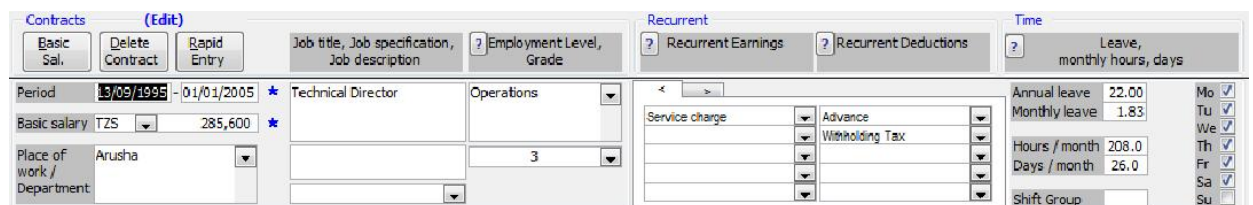
Menus: (1) *Data entry | Configuration | Tab: Financial*

(2) *Data entry | Employee Info | Tab: Employment details*

1. Select *Data entry | Configuration | Tab: Financial* and tick *Show single contract* to use only one contract, or leave it unticked to record multiple contracts for each employee.



2. Enter contract data



When using multiple contracts, only the most recent one can be edited. Previous contracts can only be viewed.

3.01.07 Employee info - ID cards

Purpose: To produce a single ID card, or ID cards for all employees.

Menu: *Data Entry | Employee Info | Tab: Personal*

1. Click Single or All to select one, or all cards.
2. Print with Ctrl+P

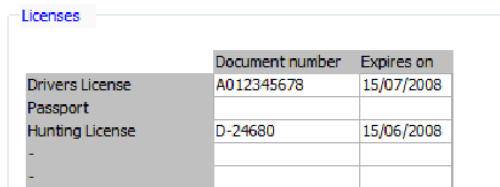


3.01.08 Employee info - Licenses

Purpose: Define additional licenses for employees

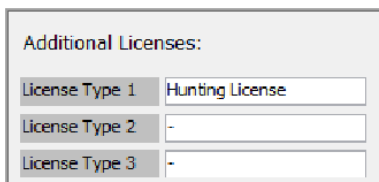
Menu: *Data Entry | Configuration | Tab: Documents*

1. On the Personal tab sheet of employee Info, there are two pre-programmed licenses: Driver's License, and Passport.



	Document number	Expires on
Drivers License	A012345678	15/07/2008
Passport		
Hunting License	D-24680	15/06/2008
-		
-		

2. You can add 3 licenses by selecting *Data Entry | Configuration | Documents |*



Additional Licenses:

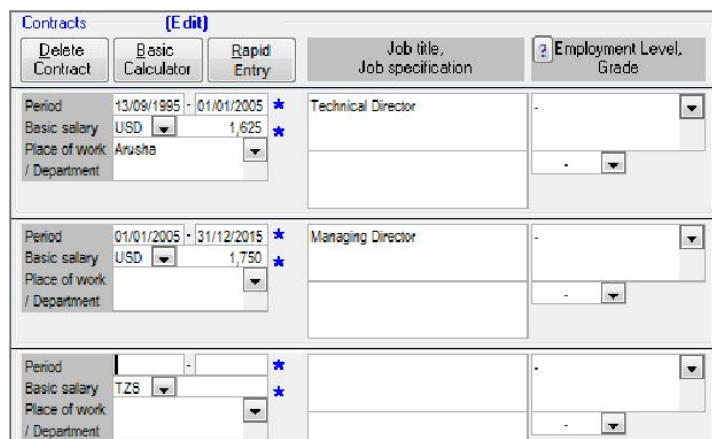
License Type 1	Hunting License
License Type 2	-
License Type 3	-

3.01.09 Employee info - Employment Details

Purpose: Enter contract information

Menu: *Data Entry | Employee Info | Tab: Employment Details*

1. Select *Data Entry | Employee Info | Tab: Employment Details*
2. There are three possible stages of records, as shown in the picture from top to bottom:
 - a. Previous contract. It can no longer be edited.
 - b. Present contract. It can be edited.
 - c. New contract. As soon as it is edited, it becomes the Present Contract.



Contracts		[Edit]	Job title, Job specification	2 Employment Level, Grade
Delete Contract	Basic Calculator	Rapid Entry		
Period	13/09/1995 - 01/01/2005	★	Technical Director	-
Basic salary	USD 1,625	★		
Place of work	Arusha			
/ Department				
Period	01/01/2005 - 31/12/2015	★	Managing Director	-
Basic salary	USD 1,750	★		
Place of work				
/ Department				
Period		★		
Basic salary	TZS	★		
Place of work				
/ Department				

3.01.10 Employee info - Equipment

Purpose: To record equipment issued to employees, and to print lists of issued equipment

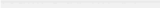
Menu: *Data Entry | Employee Info | Tab: Equipment Issued*

1. Enter items issued at *Data Entry | Employee Info | Tab: Equipment Issued*

Personal	Financial	Employment Details	References, next of kin	Equipment Issued	Health	Imm
----------	-----------	--------------------	-------------------------	------------------	--------	-----

Description	Model	Serial number	Qty	Amount	Issued on	Returned on	Remarks
laptop computer	HP630	7867869876756	1.00	USD 575.00	01/01/2009		

2. To print a list of equipment issued click *Report*:



ABC Ltd

Equipment Issued to Fred Masawe

Description	Model	Serial number	Qty	Amount	Issued on	Returned on	Remarks
laptop computer	HP630	7867869876756	1.00	USD 575	01/01/2009		

3.02 Payroll for month

Purpose: Edit entries in the active month's payroll for the employees.

Menu: Data Entry | Payroll for month.

Employees	Rate	Hours	Type	Earnings Qty	Unit	Amount	Deduction Qty	Unit	Amount	Deposited, Message
M-001	0%	0.00	Housing Allowance	14.00	%	276,412	Loan		0	05780605432
Masawe,	0%	0.00	Transport	10,000.00	TZS	10,000	Advance	10,000.00	10,000,000	TZS -8,506,084
Fred	0%	0.00				0			0	TZS 0
	0%	0.00				0			0	Cheque
						0			0	
						0			0	
Factor	1.0000									
Leave	1.00									

- To add or remove an employee, use *Data Entry | Employee info*.
- Use the **factor** field for employees who worked less than a month: upon recruitment or termination.
- **Annual Leave taken**: enter the days taken in the month.
- **Overtime**: select a rate, and hours for that month and rate. The hourly overtime amount is calculated from the basic salary and the hours worked per month., as entered in the *Employee info* form, *Employment details* tab.
- Select and edit **Earnings, Deductions** as required.
- By default, the first **bank account** receives the full take home amount. If there is a second bank, you may enter an amount in it.
 - Once posted, the payroll cannot be updated anymore, see *Post month*.
 - In the bottom of the screen results for the selected employee are shown.
- In the bottom of the screen the summary for the selected employee is shown.

Earnings		Taxable Benefits		Pension and insurance		Deductions		Summary		Leave		Deposited	
Effective Basic	1,974,375	Housing	0	NSSF	225,079	PAYE	541,712	Basic	1,974,375	Brought fwd	0.00	05780605432	
Overtime	0	Loan	0		0	Others taxed	0	Gross	2,250,787	Earned	2.33	TZS	1,493,996
Others taxed	276,412	Total	0		0	Others untaxed	0	Taxable	2,025,708	Taken	0.00		
Others untaxed	10,000					Total	766,791	Loan Balance	0	Carried fwd	2.33	TZS	0
Total	2,260,787							Take home	1,493,996				

3.02.01 Payroll for month - Factor

Purpose:

1. The factor allows you to issue only a fraction of the monthly salary. Factor affects the basic salary, and leave earned values.
2. Used to yield the *effective days worked* for casual workers.

Menu: Data Entry | Employee Info

This factor is always set to '1.0000' except:

- When employment **started** or **ended** during the month, so that Factor can be entered as a fraction representing the days employed in that month. If an employee starts working on June 17th, then
$$\text{Factor} = (30-17) / 30 = 0.4333$$
- When an employee has been on sick leave for more than 60 days, and the basic salary is reduced with 50%
- For casual workers.

(16) Employees
M-001 Masawe, Fred
Factor 1.0000
Leave 1.00

3.02.02 Payroll for month - Deposited

Purpose: To select on what account what amount should be deposited.

Menu: *Data Entry | Employee Info*

- The deposited amount for the first bank account is calculated to be equal to the Take Home amount.
- If there's a second account, you can enter the whole amount or part of it. The other account's amount is adjusted so that the total remains equal to the take home amount.
- If one of the accounts uses foreign currency, the summary in the bottom of the window displays the converted foreign amount.

In this example, it uses the Exchange rate set in *Data Entry | Configuration | Tab: Financial*, ($500,000 / 1,215 = 412$)

The screenshot shows a window titled "Deposited, Message". It contains a form with the following fields: "05780605432" (Account Number), "TZS" (Currency), "774,705" (Amount), "2468024" (Account Number), "USD" (Currency), "500,000" (Amount), and "Cheque" (Type). Below the form is a table titled "Deposited" with the following data:

Account Number	Currency	Amount
05780605432	TZS	774,705
2468024	USD	412

3.02.03 Payroll for month - Overtime

Purpose:

1. Configure the overtime types and their rates
2. Set overtime for employees, for the month

Menu:

1. *Data Entry | Payroll for month*
2. *Data entry | Configuration | Tab: Financial*

- Overtime is calculated as $\text{Rate} \times \text{Hours} \times (\text{Basic salary} / \text{Hour})$
- Overtime rates are selected in the *Data Entry | Payroll for month* form, and the overtime hours are entered there also.
- The basic salary per hour information is entered in *Data Entry | Employee info | Employment details*.
- The Overtime rates are entered in *Data entry | Configuration | Tab: Financial*.

The screenshot shows a window titled "Overtime". It contains a table with the following data:

Type	Hours
Night	3.50
Standard	2.00
None	0.00%
Night	150.00%
Standard	150.00%
Public Holiday	200.00%

The screenshot shows a window titled "Overtime" with a "Delete" button. It contains a table with the following data:

description	Description	Rate	Code
Night	Usiku	150.00%	
None	Hakuna	0.00%	X
Public Holiday	Likizo ya umma	200.00%	P
Standard	Kawaida	150.00%	S

3.02.04 Payroll for month - Leave

Purpose: To record employee Annual Leave.

Menu: *Data entry | Payroll for month | Field: Leave*

- Enter the number of leave days taken in the current month in the Leave field.
- The summary shows:
 - Brought forward: leave brought forward from the previous month. This value can be changed through *Data entry | Leave adjustment*.
 - Earned: value entered under *Data Entry | Employee info | Employment details*.
 - Carried forward: leave carried forward to the next month.

Employees
0-004
Munisi,
Godwin
Factor 1.0000
Leave 1.50

Leave
Brought fwd 1.96
Earned 1.83
Taken 1.50
Carried fwd 2.29

3.02.05 Payroll for month - Footer

Purpose: Add footers to payslips

Menu: *Data Entry | Payroll for month*

Add a footer message to individual pay slips, in the field as shown here:

Deposited,
Message
TZS
2,415,110
TZS
0
Cheque
Message added to payslip

Footers appear like this:

TAKE HOME: 308,067
Bank a/c 0100314759500: 308,067
LEAVE:
Brought forward 5.48
Earned 1.83
Taken this month 0.00
Carried forward 7.32
Removed achievement bonus footer
I have received my salary as indicated above: signature area
Date: _____
Name: _____
Signature: _____

3.03.01 Attendance - Clock selection

Purpose: To select the finger print reader that is used, and the location of its attendance database

Menu: *Data Entry | Configuration | Tab: Folders*

1. Select the path and file name of the attendance database that is generated by the finger print reader.
2. Select the finger print reader model.
3. Click Link.



Currently two readers are supported, more will be added:

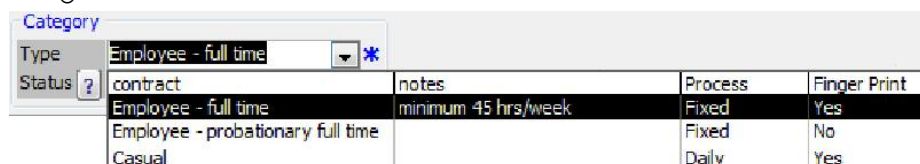
Model:	Typical location of the finger print database file:
Sagem	C:\Program Files\Biometrics.co.za BioTime 4.0\BioTime4.mdb
OA200	C:\Anviz\Database\Att2003.mdb
	or: C:\Anviz\Att2003.mdb

3.03.02 Attendance - Configuration

Purpose: Set configuration for finger attendance control

Menus: (1) *Data Entry | Attendance | Import/Edit* (2) *Data Entry | Configuration | Employment – 2*

- In *Data Entry | Employee info:*
 - To include employees in finger print list, select an employment type that has Finger printing = Yes.
 - To have employees' salaries be calculated by attended hours, select an employment type that has Process = "Daily"
 -



Category	Type	Status	contract	notes	Process	Finger Print
	Employee - full time					
	contract					
	Employee - full time			minimum 45 hrs/week	Fixed	Yes
	Employee - probationary full time				Fixed	No
	Casual				Daily	Yes

- Employment types are set in *Data Entry | Configuration | Tab: Employment – 1*

Type of contract	Notes	Process	Finger Printing	Confidential
Employee - full time	minimum 45 hrs/week	Fixed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employee - probationary full tim		Fixed	<input type="checkbox"/>	<input type="checkbox"/>
Casual		Daily	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- In *Data Entry | Configuration | Tab: Employment–2* set categories, and standard working hours.

Daily Adjusting			
Activity	Abbreviation	Payable Leave	
At work	W	100.0%	<input type="checkbox"/>
Absent without Info	AI	0.0%	<input type="checkbox"/>
Annual Leave	LA	100.0%	<input checked="" type="checkbox"/>
Maternity Leave	LM	100.0%	<input checked="" type="checkbox"/>

Casuals working days per month	26.0
Casuals working hours per day	8.00

- In *Data Entry | Configuration | Employment–2* set working hours for each department.

Place of work / Department	Working hours In / Out														Meal times	
	Mon		Tue		Wed		Thu		Fri		Sat		Sun			
Administration	08:00	17:00	08:00	17:00	08:00	17:00	08:00	17:00	08:00	17:00	08:00	12:00			13:00	14:00
I.T.	08:00	17:00	08:00	17:00	08:00	17:00	08:00	17:00	08:00	17:00	08:00	12:00			13:00	14:00

3.03.03 Attendance - Import records

Purpose: To import data from the finger print software into PayEasy+HR

Menu: *Data Entry | Attendance | Process Attendance Records*

- The calendar shows what dates are available in the finger print data.
- Select a date.
- If that date is available in the finger print data, you can press the Import & Edit button.

Import and Edit finger print data

Friday November 25 (Week: 46)

<< < 25/11/2011 > >>

Import & Edit Remove

Exit

- If that date is unavailable in the finger print data, the button changes to “Fill”, and attendance records are listed as the standard In and Out times.

Import and Edit finger print data

Sunday December 4 (Week: 49)

<< < 04/12/2011 > >>

Fill Remove

Exit

- Click *Remove* to delete the importation for that date, so you can re-import it.

3.03.04 Attendance - Adjust records

Purpose: Adjust daily records for finger print failures

Menu: Data Entry | Attendance | Process Attendance Records | Import/Edit

- Adjust actual times for miss-recorded finger prints, or set the category.

Attendance

Date30/11/2012Friday November 30

Y = yesterday
D = no department

N = no record
1 = only one record

Code	Employee	Scheduled time	1	2	Recorded time	1	2	Adjusted Time	1	2	Category
1000	Mary	07:00	16:00	00:00	00:00	00:00	00:00	N			
1005	Hellena	07:00	16:00	00:00	00:00	00:00	00:00	N			
1010	Joyce	07:00	16:00	06:51	16:00	06:51	16:00	N			
1014	Eveline	07:00	16:00	00:00	00:00	00:00	00:00	N			
1015	Judith	07:00	16:00	06:41	16:36	06:41	16:36	W			
1022	Gloria	07:00	16:00	00:00	00:00	00:00	00:00	N			
1023	Anna	07:00	16:00	06:54	15:47	06:54	15:47	N			

- To update the factor for the month, click “Close and update payroll”

1096	Agnes	08:00	17:00	06:58	16:55	06:58	16:55	W	
1097	Judith	08:00	17:00	07:51	16:52	07:51	16:52	W	

3.03.05 Attendance - Public holidays

Purpose: To compensate employees with leave days for working on public holidays

Menu: Data Entry | Attendance | Public holidays

Date	Holiday	Multiplier
01/01/2009	New Year	1.00
12/01/2009	Zanzibar Revolution	1.00
09/03/2009	Maulidi	1.00
07/04/2009	Karume Day	1.00
10/04/2009	Good Friday	1.00
12/04/2009	Easter	1.00
13/04/2009	Easter Monday	1.00

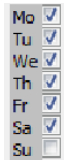
- If you want to use this feature, enter public holidays as shown above
 - To compensate a public holiday with one leave day, make the multipliers '1.00'
 - The leave days earned is increased with the days compensated.
- If you do not want to use this feature, make multipliers '0.00' or don't enter any Public holidays at all.

3.03.06 Attendance - Shift groups

Purposes: (1) Record what shift group an employee belongs to. (2) Define shifts.

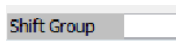
Menus: (1) *Data entry | Attendance | Shifts.* (2) *Data entry | Employee Info | Tab: Employment Details*

1. For employees having fixed non-working days, set the day in *Data entry | Employee Info | Tab: Employment Details*:



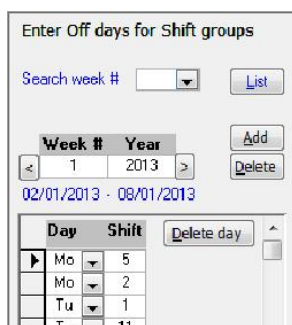
Mo	<input checked="" type="checkbox"/>
Tu	<input checked="" type="checkbox"/>
We	<input checked="" type="checkbox"/>
Th	<input checked="" type="checkbox"/>
Fr	<input checked="" type="checkbox"/>
Sa	<input type="checkbox"/>
Su	<input type="checkbox"/>

2. For employees whose non-working day changes each week, enter their shift group code in *Data entry | Employee Info | Tab: Employment Details*:



Shift Group

3. To set the shift groups for a week, select *Data entry | Attendance | Shifts*.



Enter Off days for Shift groups

Search week #

Week # Year

< 1 2013 >

02/01/2013 - 08/01/2013

Day	Shift
Mo	5
Mo	2
Tu	1
Tu	11

3.03.07 Attendance - Reports

Purpose: Print attendance reports

Menu: Reports | Attendance Summaries | ...

PayEasy+HR produces attendance reports:

- List Irregular records. Lists employees with only one, or no finger print recorded for that day.
- List Late In, Early Out. Grouped by Place of Work / Department, lists employees who arrived late, or left early, showing minutes. A grace period is considered, that you set in *Data Entry | Configuration | Employment – 2*.
- Muster roll analysis – by hours

Employee	Absent without info @0%	Annual Leave @100%	At Work @100%	Breast feeding	Deduct hours	Maternity Leave @100%	Non Working Day @200%	Short Leave @100%	Sick @100%	Training @100%	Traveling @100%	Unpaid Leave @0%	Totals	Overtime @150%
[1000] Mary	0.00	0.00	190.38	0.00	0.00	0.00	24.97	0.00	0.00	0.00	0.00	0.00	215.35	20.35
[1005] Hellena	0.00	160.00	9.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	169.18	0.00
[1010] Irene	0.00	0.00	123.11	0.00	0.00	0.00	24.82	0.00	0.00	0.00	0.00	0.00	147.93	0.00

- Muster roll analysis – by activity

Employee	01 Th	02 Fr	03 Sa	04 Su	05 Mo	06 Tu	07 We	08 Th	09 Fr	10 Sa	11 Su	12 Mo	13 Tu	14 We	15 Th	16 Fr	17 Sa	18 Su	19 Mo	20 Tu	21 We	22 Th	23 Fr	24 Sa	25 Su	26 Mo	27 Tu	28 We	29 Th	30 Fr
[1000] Mary	W 8.28	W 8.37	W 8.33	W 8.23	W 8.45	W 0.00	W 8.33	W 8.30	W 8.25	W 8.28	W 8.27	W 8.17	W 8.37	W 0.00	W 8.27	W 8.38	W 8.28	W 8.20	W 8.20	W 8.22	W 8.40	W 0.00	W 8.18	W 8.17	W 8.33	W 8.28	W 8.27	W 8.22	W 8.32	W 0.00
[1005] Hellena	LA 8.00	LA 8.00	LA 8.00	N 0.00	N 0.00	LA 8.00	LA 8.00	LA 8.00	N 0.00	LA 8.00	LA 8.00	LA 8.00	N 0.00	N 0.00	LA 8.00	LA 8.00	LA 8.00	LA 8.00	LA 8.00	LA 8.00	N 0.00	LA 8.00	LA 8.00	LA 8.00	LA 8.00	N 0.00	N 0.00	N 0.00	W 9.18	W 0.00

- Time recording differences; showing you differences between recorded and adjusted times.

Date	Code	Name	Recorded			Adjusted			Difference
			Time In	Time Out	Hours	Time In	Time Out	Hours	
09/11/2012	518	Polina	00:00:00	00:00:00	0.0	07:00:00	16:00:00	9.0	9.0
09/11/2012	683	Restuta	00:00:00	00:00:00	0.0	07:00:00	16:00:00	9.0	9.0
09/11/2012	705	Afonso	06:31:00	15:53:00	9.2	07:00:00	16:00:00	9.0	0.2

3.04 Loans

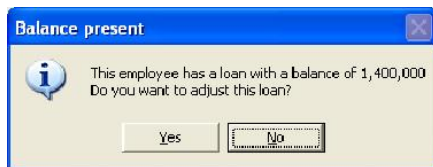
Purposes:

- To record loans issued, and their monthly deductions.
- To adjust recorded loans.

Menu: Data entry | Loans

Loans issued in this month							
?		1,150,000.00		130,000.00		Delete	
Employee	Issue Date	Loan Amount	Terms (months)	Monthly amount	Remark	Loan / Basic	
Munisi, Godwin	01/04/2008	1,000,000	10	100,000.00		3.1	
Peter, Dorothy	17/04/2008	150,000	5	30,000.00	Emergency loan	0.4	
*						0.0	

- The *Issue date* must be in the current month.
- The *Monthly Amount* is calculated as *Loan Amount / Terms*.
- The Monthly Amount is shown in *Data Entry | Payroll for Month*, and can be edited.
- To adjust a loan, select an Employee who has a loan running. Answer *Yes* when asked:



- Enter a negative or positive amount with which to adjust:

Loans issued in this month						
		Adjust with			Delete	
Employee	Issue Date	Terms (months)	Monthly amount	Remark	Loan / Basic	
Fulani, Mary	01/04/2008			Adjustment	-0.4	

3.05 Pension Receipts

Purpose: To record the pension receipts and dates, to produce the end of employment report.

Menus: (1) *Data Entry | Pension receipts.* (2) *Reports | Pensions | Pension Receipts NSSF or Pension receipts All*

- Select *Data Entry | Pension receipts* to enter Receipt data

Month	Pension Type	Receipt Number	Receipt Date	Code
January 2008	NSSF	123456	05/02/2008	
January 2008	PPF	2345667	05/02/2008	
February 2008	NSSF	179898	04/03/2008	
February 2008	PPF	278979	19/03/2008	
March 2008	NSSF	1908098	05/04/2008	

- To produce a report, select *Reports | Pensions | Pension Receipts NSSF or Pension receipts All*
- Select the employee, and then run the report

Tarehe ya michango : _____

Tarehe ya Kuacha Kazi: _____

Mwezi wa Michango	Kiasi cha michango	Na. ya Risiti (NSSF/Com.S)	Tarehe ya Risiti	Nambari iliyotumika kutuma michango
January 2008	537,600	123456	05/02/2008	
February 2008	537,600	179898	04/03/2008	
March 2008	537,600	1908098	05/04/2008	
April 2008	537,600	108098	03/05/2008	
May 2008	537,600	101431	03/06/2008	
	2,688,000			

Sahihi _____

3.06 Job Descriptions

Purpose: To record and print job descriptions, and to assign job descriptions to employees.

Menus: (1) *Data Entry | Job Descriptions.* (2) *Data Entry | Employee Info | Tab: Employment Details.* (3) *Reports | HRM Report | Job Description.*

1. Enter job descriptions at *Data Entry | Job Descriptions.*

Search Job Description

Date Created 17/04/2010 Created by P. Johnson
Date edited 19/04/2012 Edited by F. Shekimiwari

Title

Job Description

1. General.
ABC Ltd. encourages employees to assume responsibility, and to work unsupervised.
2. Purpose.
ABC Ltd. employs an accountant who records the daily financial transactions, and produces reports for the Tax

2. In *Data Entry* | *Employee Info* | *Tab: Employment Details*, select a job description for that employee.

3. In *Reports* | *HRM Report* | *Job Description* select employees and print their reports:

3.07 Leave adjustment

Purpose: To change the stored values for Leave brought forward.

Menu: *Data entry* | *Leave Adjustment*

- Adjust leave to:
 - Set balances when starting the payroll system.
 - Make corrections.
- After making changes for the *Earned* and *Taken* fields, the values are recalculated automatically.

Year	Month	B/F	Earned	Taken	C/F
2009	July	30.94	1.83	0.00	32.77
2009	June	29.11	1.83	0.00	30.94
2009	May	27.28	1.83	0.00	29.11
2009	April	25.45	1.83	0.00	27.28
2009	March	23.62	1.83	0.00	25.45
2009	February	21.79	1.83	0.00	23.62
2009	January	19.96	1.83	0.00	21.79
2008	December	18.13	1.83	0.00	19.96

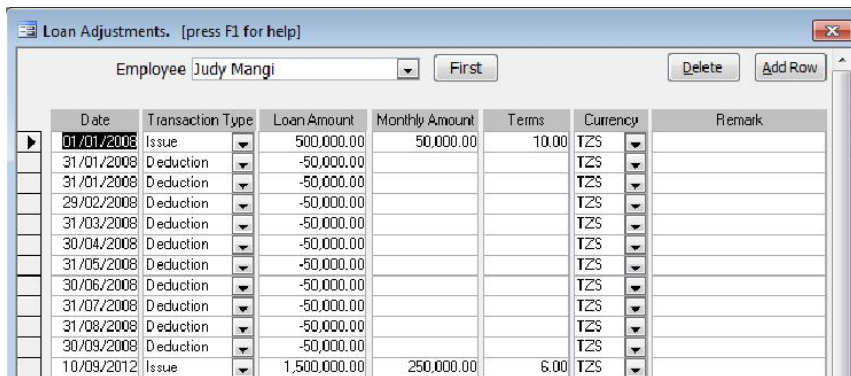
3.08 Loan adjustment

Purpose: To change the stored values for Loans.

Menu: *Data entry | Loan Adjustment*

Caution: only use this option to make minor changes!

- Select an employee, and make changes in the loan info:



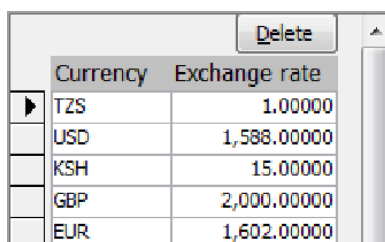
Date	Transaction Type	Loan Amount	Monthly Amount	Terms	Currency	Remark
01/01/2008	Issue	500,000.00	50,000.00	10.00	TZS	
31/01/2008	Deduction	-50,000.00			TZS	
31/01/2008	Deduction	-50,000.00			TZS	
29/02/2008	Deduction	-50,000.00			TZS	
31/03/2008	Deduction	-50,000.00			TZS	
30/04/2008	Deduction	-50,000.00			TZS	
31/05/2008	Deduction	-50,000.00			TZS	
30/06/2008	Deduction	-50,000.00			TZS	
31/07/2008	Deduction	-50,000.00			TZS	
31/08/2008	Deduction	-50,000.00			TZS	
30/09/2008	Deduction	-50,000.00			TZS	
10/09/2012	Issue	1,500,000.00	250,000.00	6.00	TZS	

3.09 Foreign currency – Exchange rates

Purpose: To adjust the exchange rates

Menu: *Data Entry | Exchange Rates*

- In *Data Entry | Exchange Rates* enter the foreign currency to the home currency exchange rate:



Currency	Exchange rate
TZS	1.00000
USD	1,588.00000
KSH	15.00000
GBP	2,000.00000
EUR	1,602.00000

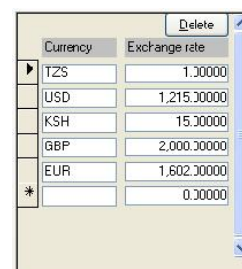
3.10 Configuration

Purpose:

1. Manage the contents of pull-down lists in data entry forms.
2. Record default information.
3. Record PAYE tax tables.

Menu: *Data Entry | Configuration*

- Add entries by scrolling to the bottom of the list, and enter data.
- Delete an entry: select the entry by clicking to the left of it, and press the Delete button.



3.10.01 Configuration - Company Info

Purpose: To enter company information that is used in report headers.

Menu: *Data entry | Configuration | Tab: Company.*

- Add a logo: look for help under Picture / Logo
- Note that the name of the organization cannot be changed.

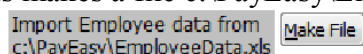
Name Organization	ABC Ltd.
Address	Uhuru Rd 77
PO Box	P.O. Box 24680
City	Arusha
Phone	(00 255) 27 2507777
Fax	(00 255) 27 2503888
Email	abc@arusha.co.tz
Company Income Tax number	XXXXXXXXXX

**ABC Ltd.**

3.10.02 Configuration - Import employees data

Use this option when starting to use PayEasy+HR. Import employee info from an Excel sheet into PayEasy+HR.

4. To create an Excel file, empty except for the mandatory column headers, click the Make File button in the option Data entry | Configuration | Tab: Employee Info. This makes a file c:\PayEasy\EmployeeData.xls.



5. From one or several source Excel sheets, copy data below the appropriate column headers:

	A	B	C	D	E	F	
1	Altcode	last name	first name	gender	dob	phone	email

6. Save and close the Excel file c:\PayEasy\EmployeeData.xls.

7. To import the data, click the Import button in the option Data entry | Configuration | Tab: Employee Info. Data imported can now be seen with Data Entry | Employee info.
8. The fields Nationality, Pension, Type and Status are entered automatically, as the table displays at Data entry | Configuration | Tab: Employee Info:

Import Employee data from c:\PayEasy\EmployeeData.xls	Make File	Import	With:
			Nationality: Tanzanian
			Pension: NSSF
			Type: Permanent
			Status: On Post

9. Any entries encountered in the spreadsheet for the fields Bank1, Payment Point and Currency1 that are not in the pull down lists for Banks, Payment Points and Currencies will be automatically added to these lists.

Bank name	Draw Down Account	Payment point	Currency	Exchange rate	Delete
Stanbic Bank - Moshi Branch		Moshi Office	EUR	1,602.00000	
Standard Chartered - Arusha Br		Arusha Office	GBP	2,000.00000	
			KSH	15.00000	

Note: After importing, check the records in Data Entry | Employee Info, and the records in the pull-down tables in Data entry | Configuration | Tab: financial.

3.10.03 Configuration - Foreign currency

Purpose: Pay employees in foreign currency

Menus: (1) Data Entry | Configuration | Salaries
(2) Data Entry | Employee Info | Tab: Employment Details
(3) Data Entry | Employee Info | Tab: Financial

- In Data Entry | Configuration | Salaries select a foreign currency, if you are using scales.

Grade	Level	Curr.	Basic Salary
13	Skilled Support	USD	174
14	Skilled Support	USD	181
01	Junior Operations	USD	193
02	Junior Operations	USD	206
03	Junior Operations	USD	219
04	Junior Operations	USD	233

- In Data Entry | Employee Info | Tab: Employment Details, select a foreign currency if you are not using salary scales.

Contracts		(Edit)	
Delete Contract	Basic Calculator	Rapid Entry	Job title, Job specification
Period: 28/06/2001 - 01/06/2036		Employment Level, Grade	
Basic salary: USD 592	Place of work: Arusha	Operations Manager	
/ Department			

- In Data Entry | Employee Info | Tab: Financial make foreign currency accounts.

Banks

Account 1	
Bank name	FBME - Mwanza
Account number	6756856758
Currency	USD

3.10.04 Configuration - SDL

Purpose: To set the SDL percentage

Menu: *Data Entry | Configuration | Tab: PAYE, SDL*

- Set SDL to the percentage required:

SDL percentage	6.0
----------------	-----

- This levy is tabulated and summarized in the report “Tabular Overview for the month”
- If your company is exempted, set the SDL percentage to zero.

3.10.05 Configuration - Scales: Grades and Levels

Purpose: Grades and levels allow using salary scales.

Menus:

- Defined in *Data Entry | configuration | Tab: Salaries.*
- Used in *Data Entry | Employee Info | Tab: Employment Details.*

The salaries are based on a matrix of Grades and Levels as shown below:

Main levels →	Management		Operations		Support	
Levels →	Executive Management	Junior Management	Senior Operations	Junior Operations	Skilled Support	Unskilled support
Grades ↓						
1						
2	Basic salaries are entered here					
3						
etc						

You can name the Grades, Main levels and Levels.

Delete

Grade
▶ -
1
2
3
4

Delete

Main levels
▶ Management
Operations
Support
Apprentice

?

Delete

Main level	Level
▶ Management	Management Executive Level
Management	Management Junior Level
▶ Operations	Senior Operations
Operations	Operations
Support	Skilled Support

Basic Salaries are entered in the table *Grade | Level | Basic Salary.*

Grade	Level	Basic Salary
1	Unskilled Support	10,000
2	Unskilled Support	15,000
3	Unskilled Support	20,000
4	Unskilled Support	25,000
5	Unskilled Support	30,000
6	Unskilled Support	35,000
7	Unskilled Support	40,000
8	Unskilled Support	45,000
9	Unskilled Support	50,000
10	Unskilled Support	55,000
11	Unskilled Support	60,000
12	Unskilled Support	65,000
13	Unskilled Support	70,000
14	Unskilled Support	75,000
1	Skilled Support	125,000
2	Skilled Support	134,000
3	Skilled Support	143,000
4	Skilled Support	152,000
5	Skilled Support	161,000
6	Skilled Support	170,000
7	Skilled Support	179,000

- When selecting a Grade and Level for an employee, the basic salary is filled in and cannot be changed. To manually enter a basic salary, set the Grade to ‘-’.

Period	Basic salary	Job title, Job specification	Employment Level, Grade
18/08/2020 - 01/01/2021	907,200	Technical Director	Senior Operations
			18

3.10.06 Configuration - Disciplinary

Purpose: To record misconducts of employees, and their consequences

Menus:

- Defined in Data Entry | Configuration | Tab: Disciplinary
- Used in Data Entry | Employee Info | Tab: Disciplinary.

- You can name the Misconduct Levels:

Misconduct Level
A
E

- Next, you define Misconducts, and assign a Misconduct Level to them:

Level	Misconduct
A	Neglects duties so as to endanger himself/herself or others or property, and/or fails to comply with safety instructions
A	Commits assault or uses inappropriate language at work, in the course of work, and/or in front of clients

- Lastly, you define Consequences for each Misconduct Level:

Level	Consequence
A	1st breach = Automatic summary dismissal at first occurrence of any one of these offences
B	1st breach = Written warning

- A disciplinary record looks like this:

date, handled by	misconduct	consequence	expiry warning, status	termination benefits	letters
20/11/2010 GM	Absent from work without "reasonable cause"	2nd breach - Final warning	20/02/2011 none		<div>warning →</div> <div>labour office →</div> <div>lawyer →</div> <div>trade union →</div>

3.10.07 Configuration - Export Reports

Purpose: To export reports to Excel for further processing.

Menu: *Data Entry | Configuration | Tab: Folders*

- Almost all reports are automatically exported to a folder of your choice, whenever you open them.
- The file name and path is displayed at the top of the screen:



- The previous copy, if any, will be overwritten, unless you renamed it.
- To set the export folder, use *Data Entry | Configuration | Folders*.

Reference tables						
Company	Employee Info	Financial	Employment	Salaries	PAYE, SDL	Pension, Insurance
?	Backup path	C:\Program Files\HRM 2008\Backup\		Browse		
?	Report path	C:\Program Files\HRM 2008\Reports\		Browse		

3.10.08 Configuration - PAYE

Purpose: Select, or add a new PAYE table

Menu: *Data Entry | Configuration | Tab: PAYE, SDL*

The Pay-As-You-Earn deduction is calculated from a table, updated every other year or so by the TRA.

Reference tables							
Company	Employee Info	Financial	Employment	Salaries	PAYE, SDL	Pension, Insurance	Earnings, I
?	Table name	2008		Latest published PAYE table		Delete Table	
	Minimum	Maximum	Percentage	Offset	Delete Row		
	0.00	100,000.00	0.00	0.00			
	100,000.00	360,000.00	15.00	0.00			
	360,000.00	540,000.00	20.00	39,000.00			
	540,000.00	720,000.00	25.00	75,000.00			
	720,000.00	99,000,000.00	30.00	120,000.00			
*	0.00	0.00	0.00	0.00			

- Give each table a name (in the example above: "2008") and enter for each income band the Minimum, Maximum and Percentage, found on page one of the PAYE

booklet, or click the link *Latest published PAYE table*, to see the correct table on our website.

- The Offset values are calculated.
- Select the table that is currently used in the payroll:

? PAYE table in use 2008

3.10.09 Configuration - Earnings

Purpose: To define and use employee earnings.

Menus:

- (1) *Data Entry | Configuration | Earnings and Deductions*
- (2) *Data entry | Employee Info | Tab: Employment details*
- (3) *Data entry | Payroll for month*

- Define the Earnings in *Data Entry | Configuration | Earnings and Deductions*

Delete					Recurrent	Taxed
Earning	Earning - Kiswahili	Type	Qty			
Adjustment - non-taxed	Marekebisho - yasiyo na kod	TZS	0.00		<input type="checkbox"/>	<input type="checkbox"/>
Adjustment - taxed	Marekebisho - hulipiwa kodi	TZS	0.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Health Insurance	Bima ya afya	TZS	0.00		<input type="checkbox"/>	<input type="checkbox"/>
Housing Allowance	Posho ya nyumba	%Gr	14.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Long Service	Utumishi mrefu	TZS	1,000,000.00		<input type="checkbox"/>	<input checked="" type="checkbox"/>

- The name of the Earning is set in the column **Earnings**.
- Tick 'recurrent' if the earning should be added each month.
- In the **type column**, indicate if the quantity of the next column is either % of the basic salary, % on Gross salary, a fixed value in TZS, or a number of days.
- Tick **Taxed** if the Earning is taxable. Note that % on Gross can not be taxed.
- To set a recurrent earning for an employee, select *Data entry | Employee Info | Tab: Employment details*:

Recurrent Earnings

Responsibility

- In *Data entry | Payroll for month* you can adjust recurrent Earnings and add other Earnings.

Earnings			
Type	Qty	Unit	Amount
Responsibility	10.00	%	90,720
Transport	10,000.00	TZS	10,000
Housing Allowance	14.00	%	127,008
			0

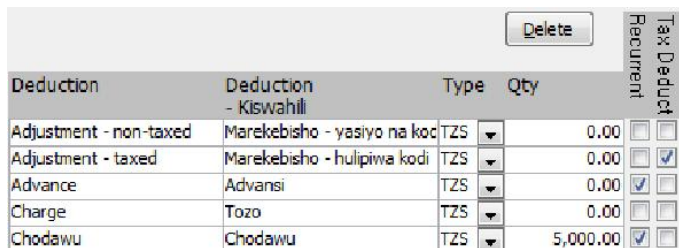
3.10.10 Configuration - Deductions

Purpose: Define and use employee deductions.

Menus:

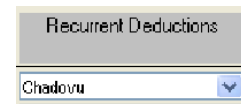
- (1) *Data Entry | Configuration | Earnings and deductions*
- (2) *Data entry | Employee Info | Tab: Employment details*
- (3) *Data entry | Payroll for month*

Define employee Deductions with *Data Entry | Configuration | Earnings and deductions*

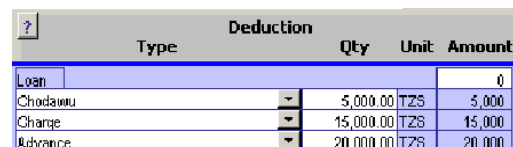


Deduction	Deduction - Kiswahili	Type	Qty	Recurrent	Tax Deduct
Adjustment - non-taxed	Marekebisho - yasiyo na kodi	TZS	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Adjustment - taxed	Marekebisho - huliwiwa kodi	TZS	0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Advance	Advansi	TZS	0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Charge	Tozo	TZS	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Chodawu	Chodawu	TZS	5,000.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- The name of the Deduction is set in the column **Deductions**.
- Tick 'recurrent' if the Deduction should be added each month.
- In the **type column**, indicate if the quantity of the next column is either % of the basic salary, % on gross salary, a fixed value in TZS, or a number of days
- Tick **Taxed** if the Deduction is taxable. Note that % on Gross cannot be taxed.
- To set a recurrent Deduction for an employee, select *Data entry | Employee Info | Tab: Employment details*:



- In *Data entry | Payroll for month* you can adjust recurrent Deductions and add other Deductions.



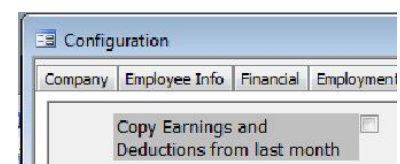
Type	Deduction	Qty	Unit	Amount
Loan				0
	Chodawu	5,000.00	TZS	5,000
	Charge	15,000.00	TZS	15,000
	Advance	20,000.00	TZS	20,000

3.10.11 Configuration - Copy Earnings and Deductions

Purpose: To copy the Earnings and Deductions of the previous month.

Menu: *Date Entry | Configuration | Tab: Earnings, Deductions*

- Earnings and Deductions are automatically entered on these options:
 - Post month
 - Reset payroll
- When the tick box *Copy Earnings and Deductions* has been:
 - Ticked, Earnings and Deductions of the previous month are literally copied to the current month. Any calculations as configured in the Earnings and Deductions are not considered.
 - Un-ticked, only the recurrent Earnings and Deductions are entered, and amounts are calculated as configured.



3.10.12 Configuration - Pensions and insurances

Purpose: To define pensions and insurances

Menu: 1. *Data Entry | Configuration | Tab: Pension, Insurance* 2. *Data Entry | Employee data | Tab: Financial*

- Pensions are defined in *Data Entry | Configuration | Tab: Pension, Insurance*

Pension / Insurance	Employee Contribution %	Employer Contribution %	Employee Contribution Amt	Employer Contribution Amt	Employer number	District code	On Basic	Taxed
NSSF	10.00	10.00			123456	0102	<input type="checkbox"/>	<input type="checkbox"/>
PPF	10.00	10.00			654321		<input type="checkbox"/>	<input type="checkbox"/>
Xeon Insurance	1.00	0.00	0	0			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ZSSF	5.00	10.00	0	0	24680		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	0.00	0.00	0	0			<input type="checkbox"/>	<input type="checkbox"/>

- NSSF and PPF are based on the Gross Salary, unless you tick the *On Basic* box. Zanzibar pensions are based on the Basic Salary. Pensions are not taxed (refer to Income Tax Act 2006 Section 61 Sub-sections 1 & 2)
- Enter pension and insurance information for employees in *Data Entry | Employee data | Tab: Financial*. Select *Fixed Amount* for employees who contribute pensions abroad.

Pension and Insurances

	Name	Fixed amount	Code number
Pension	NSSF	<input type="checkbox"/>	1234567
Insurances	Xeon Insurance	<input type="checkbox"/>	12A-45-954
		<input type="checkbox"/>	

- These pension reports are available:
 - Official NSSF monthly report: *Reports | Pensions | NSSF summary for the month*
 - Official PPF monthly report: *Reports | Pensions | PPF summary for the month*
 - Pension summaries: *Reports | Pensions | Pension Annual summaries*
 - Monthly pensions paid: *Reports | Tabular overview for the month*

Pension Receipts					Delete
Month	Pension Type	Receipt Number	Receipt Date	Code	
January 2008	NSSF	123456	05/02/2008		
January 2008	PPF	2345667	05/02/2008		
February 2008	NSSF	179898	04/03/2008		
February 2008	PPF	278979	19/03/2008		
March 2008	NSSF	1908098	05/04/2008		

- To produce a report, select *Reports – Pensions – Pension Receipts NSSF* or *Pension receipts All*
- Select the employee, and then run the report

Tarehe ya michango : _____

Tarehe ya Kuacha Kazi: _____

Mwezi wa Michango	Kiasi cha michango	Na. ya Risti (NSSF/Com.8)	Tarehe ya Risti	Nambari iliyotumika kutuma michango
January 2008	537,600	123455	05/02/2008	
February 2008	537,600	179898	04/03/2008	
March 2008	537,600	1908098	05/04/2008	
April 2008	537,600	106098	03/05/2008	
May 2008	537,600	101431	03/06/2008	
	2,668,000			

Sahihi _____

3.10.13 Configuration - Housing Benefit

Purpose: Calculate the Housing benefit

Menus: (1) Set in *Data Entry | Configuration | Tab: PAYE, SDL | Housing Tax*
(2) *Data Entry | Employee Info | Tab: Financial*

Factors:

BP = Benefit Percentage*

EC = Expenditure Claimed by the Company

MVR = Market Value Rent

RP = Rent Paid by Employee

Housing Benefit = min (max (BP, EC), MVR) - RP

- In 2008 BP is 15% of the Gross Salary, excluding the Housing Benefit.

Taxes

☒ Company Housing

☐ Expenditure Claimed

Market Value

Rent Paid

☐ Do not pay PAYE

Housing Tax 15 %

3.10.14 Configuration - Backup reminder

Purpose: Set automatic reminders for backing up

Menu: *Data Entry | Configuration | Tab: Folders*

PayEasy+HR can remind you to back up your data, when you exit from the program.

1. Select *Data Entry | Configuration | Folders*

Deductions Disciplinary Documents Folders Casual

Remind to backup after how many sessions: 20

2. Enter the number of sessions after which you want to receive a backing up reminder
3. Special settings are:
 - a. Remind never: 0
 - b. Always remind: 1

3.10.15 Configuration - QuickBooks

Purpose: Configure PayEasy+HR, so that its IIF file can be imported into QuickBooks

Menu: *Data Entry | Configuration | Tab: QuickBooks*

1. Select *Data Entry | Configuration | Tab: QuickBooks*
2. If you use QuickBooks with account numbers, enter these in the Account Number column for the general items
3. In the Name column, enter account names exactly as they appear in QuickBooks.
4. Optionally enter a Memo.

Account	Account Type	Account info, exactly as used in QuickBooks		Memo
		Number	Name	
Gross Salaries	Expense	6930	Gross Salaries	Staff salary for the month
PAYE Payable	Other Current Liability	0112	PAYE Payable	
Pension Payable	Other Current Liability	0116	PPF Payable	

5. In the Earnings and Deductions tables, enter account numbers if you use those.

Earnings		Type	Account #
Relocation	TZS	▼	9191
Health Insurance	TZS	▼	
Adjustment - non-taxed	TZS	▼	

Deductions		Type	Account #
Advance	TZS	▼	1155
Chadovu	%Gr	▼	9292
Saccos	TZS	▼	
Health bill	TZS	▼	
Adjustment - non-taxed	TZS	▼	
Charge	TZS	▼	

6. Make sure the the names of Earnings and Deductions match exactly those in QuickBooks. To change them in”
7. PayEasy+HR, select *Data Entry | Configuration | Earnings and Deductions*.
8. QuickBooks, open the chart of accounts with CTRL+A.

3.10.16 Hours and Days per month

Purpose: To set the working hours and days per month.

Menus: (1) *Data Entry | Configuration | Tab: Employment – 2* (2) *Data Entry | Employee Info | Tab: Employment details*

- The Hours per month value is used to calculate overtime amounts.
- The Days per month value is used in calculating Earnings or Deductions if these are based on days.

Hours and days per month can be set in two places:

1. *Data Entry | Configuration | Tab: Employment*

Here you set the default values for all employees. If you set these to zero or empty, then Hours per month are set to 176 and days per month to 22.

Work durations, to calculate overtime, unpaid		Grace periods [minutes] for absence report.	
Hours per month	176.0	Grace Time Start	10
Days per month	22.0	Grace Time End	10
Max. overtime			

2. Data Entry | Employee Info | Tab: Employment details

Here you set the values for an individual employee. If you set these to zero or empty, then the default values are used for this employee.

Leave, Monthly hours & days	
Annual leave	22.00
Monthly leave	2.33
Hours / month	176.0
Days / month	22.0

10. Enter a Week # and a Year, and for each day, enter the shift group that has a non-working day. You can enter several shift groups for a given day.
11. Click *List* to display this year's shifts.

3.11.01 Users - Users

Purpose: To provide controlled access to the program's options.

Menu: *Data entry | Users | Tab: Users*

- Set User names, passwords and access levels.
- Note that the access level in the first row, *Sysop*, cannot be changed or deleted.
- Set expiry duration, minimum password length, password strength.
- Click *Make password* to generate a random password.
- The access levels and their options are set below the tab Program Menus.
- The SysOp access level has access to all options.
- When your password has expired, enter a new password.
- The password should be of sufficient length and strength.
- Click *Make password* to generate a random password.
- After logging in three times consecutively with a bad password, the user is locked out.
- The systems operator is to set a new password for this user.

The 'Users' window has tabs: Users, Program Menus, Employee Info Tabs, Logs, Audit Trail. The 'Users' tab is active, showing a table with columns: Password, Strength Length, Make password, Delete User. The table lists users: f@nt@ast1c (Strength 4, Length 10), Daudi (f@nt@ast1c, Sysop, 90 days valid), Mary (Mary*2014, Admin, 60 days valid). On the right, 'Password rules' show: Expires after days: 90, Minimum length: 6, Minimum strength: 4.

The 'Program Menus' window shows a table with columns: Menu, Option, and 'Accessible by levels' (Payroll, HRM, Admin, Operator). The table lists menu items: File, Set Month, Recalculate Payroll, Reset Payroll, Post month. The 'Accessible by levels' section shows checkboxes for each level.

The 'Forced password renewal' dialog box shows a 'New password' field with the text 'N5wp:qsw0rd', a 'Strength Length' indicator showing 5/11, and a 'Make password' button. An 'OK' button is at the bottom.

The 'Account suspended' dialog box shows a red 'X' icon and the text: 'Three bad log ins, This account is suspended. Ask the Systems Operator to unlock it.' There are 'OK' and 'Cancel' buttons at the bottom.

3.11.02 Users - Rights

Purposes:

1. Control access to the program's options.
2. Control access to Tabs in the employee Info form.

Menu: *Data entry | Users | Tab: Program Menus*

- Program menus: tick in the columns of the user groups, to give access to the corresponding menu item.

		Accessible by levels:			
Menu	Option	Payroll	HRM	Admin	Operator
File	Set Month	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
File	Recalculate Payroll	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
File	Reset Payroll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
File	Post month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
File	Back up	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
File	Restore	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
File	Purge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- The SysOp access level has access to **all** options.
- Employee Info Tabs: tick in the columns of the user groups, to give access to the corresponding tabs in the Employee Info form.

Employee Info Tabs	Accessible by levels:				
	Sysop	Payroll	HRM	Admin	Operator
Personal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Financial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employment details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
References, next of kin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immigration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


- Users, and their Passwords are defined in the passwords table, under the same option *Data Entry | Users*

3.11.03 Users - Logs

Purposes: Display, and remove logs

Menu: *Data entry | Users | Tab: Logs, Audit Trail*

- PayEasy+HR records software events in a log, with entries amongst others:
 - Log in
 - Bad Password
 - Reset Payroll
 - Post
 - Backup

 ABC Ltd.		ABC Ltd Event Log			
User name	Event	Date and Time	Company	Month	Data File
1234	Log in	07/07/2011 - 10:49:07	ABC Ltd	8/2009	C:\PayEasy\HRM_training.mdb
1234	Log in	07/07/2011 - 02:05:41	ABC Ltd	8/2009	C:\PayEasy\HRM_training.mdb
Alex	Reset Payroll	08/07/2011 - 09:24:22	A&A Computers Ltd.	7/2011	C:\QBbackup\qb2\AA_Payroll.mde
Alex	Log out - No backup	04/07/2011 - 10:07:55	A&A Computers Ltd.	7/2011	C:\QBbackup\qb1\AA_Payroll.mde

- To display the report, select the *Data entry | Users* and click the Event Log Report button.
- To delete all log records, click Delete Logs



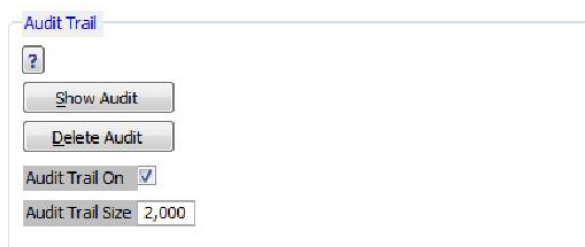
- The software automatically deletes old logs when they exceed 1,000.

3.11.04 Users – Audit Trail

Purposes: To track data entry changes. Can only be accessed by the Sysop.

Menu: *Data entry | Users | Tab: Logs, Audit Trail*

- When *Audit Trail On* is ticked, all data entry changes are recorded.
- The number of records can be limited to a range of 500 to 10,000.



- Click Show Audit to see the Audit Trail; use the top row to filter the Audit Trail:

Action	Date	Time	User	Form	Identifier	Field	Old Value	New Value
DELETE	24/04/2014	15:38:40	1234	Loan Adjustments	Employee Name:			
DELETE	24/04/2014	15:41:47	1234	Loan Adjustments	Employee Name:			
NEW	24/04/2014	15:42:33	1234	Loan Adjustments	Employee Name: Babu Kaaya			
EDIT	24/04/2014	15:42:43	1234	Loan Adjustments	Employee Name: Babu Kaaya	transactionType		Adjustment
EDIT	24/04/2014	15:42:43	1234	Loan Adjustments	Employee Name: Babu Kaaya	TransactionDate		30/09/2008

- Click Reset to permanently erase the Audit Trail.
- Click Print to print the Audit Trail:

Action	Date	Time	User	Form	Identifier	Field	Old Value	New Value
EDIT	24/04/2014	15:32:00	1234	Loan Adjustments	Employee Name: Babu Kaaya	MonthlyAmount	80000	60000
EDIT	24/04/2014	15:32:00	1234	Loan Adjustments	Employee Name: Babu Kaaya	Terms	7.5	10

3.12 Basic salary calculator

Purpose: to calculate the Net salary from a given Basic salary

Menu: Data entry | Basic salary calculator.

Basic Salary Calculator. [press F1 for help]

Employee:

Net salary: 500,000

Pension contribution: 10 %

Foreign Currency: USD 308.64

Calculations:

Taxable income: 570,133

PAYE (2012): 70,133

Cost to the employer:

Basic salary: 633,481

SDL (5%): 31,674

Pension: 63,348

Total: 728,503

Buttons: Calculate, Exit

- Enter the Net salary, either in the Employee section, or as a foreign currency
- Select a pension scheme – the calculator uses the employee contribution percentage.
- Click Calculate. It may take a few seconds to find the corresponding Basic Salary.


4. Reports

4.01 Pension Summaries

Purpose: To summarize the monthly pension contributions

Menu: *Reports | Pension Summaries*

- You select reports by pension provider.
- The report lists gross salaries, employee contribution and employer contribution for each employee.


 ABC Ltd.		ABC Ltd PPF pensions for February 2008			
Code	Last name	First name	Gross Salary	Pension employee 10%	Pension employer 10%
0-001	Lema	Peter	705,600	70,560	70,560
0-002	Juma	Hamisi	637,600	63,760	63,760
0-006	Fulani	Mary	638,400	63,840	63,840
0-008	Ngoda	Stanley	336,000	33,600	33,600

4.02 Loan History

Purpose: To summarize loans issued, and their deductions and balances.

Menu: *Reports | Loan History*

- This report summarizes loans information, for a single employee, or all.
- To produce a report for all employees, leave the *Employee* field empty.
- Loan information is entered under *Data Entry | Loans*.

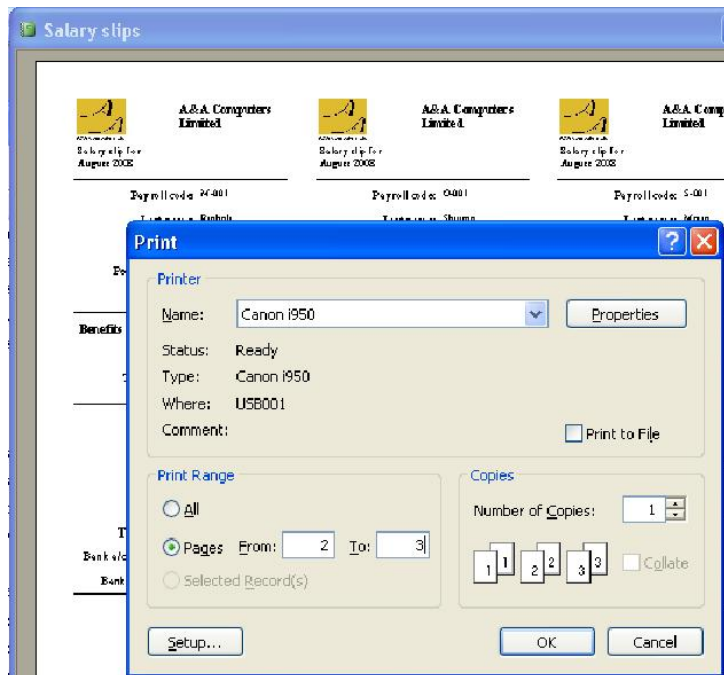
 ABC Ltd.		ABC Ltd Loan history				
Employee	Transaction Date	Transaction Type	Amount	Terms (months)	Monthly Amount	Remark
Masawe, Fred	01/01/2008	Issue	2,000,000.00	4	500,000.00	
	31/01/2008	Deduction	-500,000.00			
		Balance	1,500,000.00			

4.03 Pay slip

Purpose: Display or print the pay slips for the current month.

Menu: *Reports | Salary Slips*

- By selecting previous months, you can reprint pay slips.
- Print a range of slips using the *File | Print* dialog box



To print a signature box in the slip's bottom, select *Data entry | Configuration | Financial* and tick *Print Footer on Salary Slips*.

4.04 Tabular overviews

Purpose: Summarizes all earnings and deductions for all employees in a month.

Menu: *Reports | Tabular Overviews | Detailed Overview*

- Use this report to check the payroll before producing pay slips.

ABC Ltd.		ABC Ltd Payroll for April 2008													
EARNINGS						DEDUCTIONS					PAID BY EMPLOYER		TOTALS		
Code	Name	Basic	Overtime	Taxable other Earnings	Untaxed other Earnings	Pension employee	PAYE	Loan deduction	Taxable other deductions	Untaxed other deductions	SDL	Pension employer	Gross	Taxable	Take home
M-001	Fred Maseave	1,481,900	0	0	0	148,190	334,113	0	0	0	88,914	148,190	1,481,900	1,333,710	989,597
O-001	Peter Lema	705,600	0	0	0	70,560	124,512	50,000	0	50,000	42,336	70,560	705,600	635,040	460,528
O-002	Hansisi Juma	537,600	0	0	0	53,760	81,960	0	0	0	32,256	53,760	537,600	483,840	401,880
O-003	Dorothy Peter	386,400	0	0	0	38,640	46,552	0	0	0	23,184	38,640	386,400	347,760	299,208

4.05 NSSF Summary for the month

Purpose: Display or print the official NSSF summary report for the current month.

Menu: Reports | NSSF Summary for the month

NATIONAL SOCIAL SECURITY FUND		FORM: NSSF CON 5 (NSSF15)	
TAARIFA YA MICHANGO YA WANACHAMA / MEMBERS' CONTRIBUTION RECORD			
Jina la tajiri/Employer's name: ABC Ltd			
Anwani/Address: P.O. Box 24680 Arusha			
Namba ya Tajiri/Employer No.: 123456		Namba ya Mkoa/Regional code: Q101	
Mchango wa wanachama kwa mwezi wa		Mwaka	Ukurasa
Statutory contribution for the month April		Year 2008	Page No. 1


S/No	Jina la Mwanachama Member's name	Mshahara Wage	Namba ya Mwanachama Member No	Michango (Contributions) Shs Cts
1	Babu Kaaya	201,600	34375777	40,320.00
2	Dorothy Peter	386,400	35168777	77,280.00

4.06 Bank deposit advise

Purpose: Display or print the Bank deposit advice for the current month.

Menu: Reports | Bank deposit advise

- Bank payment advises are generated:

		ABC Ltd Salary deposit advise for August 2009 Bank: EXIM Bank - Arusha	
---	--	--	--

Last name	First name	TZS account	Amount
Fulani	Mary	5782034444	419,499
Juma	Hamisi	5786605333	449,341
Lera	Peter	5786612345	617,215
Lucky	Jonathan	5742055111	339,000
Kengi	Judy	5705709222	379,600
Killel	Lucy	5783331117	245,726
Njunda	Stanley	5784771222	295,789
Peter	Dorothy	5783330444	304,208
Swai	Kennedy	5785217999	363,324
Total TZS			3,392,704

Date:	27/11/2010
Cheque number(s):	
Signatory 1:	
Signatory 2:	

- Electronic copies are found in the Report folder:


	A	B	C	D
1				
2			Company name	ABC Ltd
3			Draw Down Account	358412639
4			Number of employees	13
5			Total Salary Amount	5,925,555.00
6			Payment Date	28/11/2012
7			Bank	Standard Chartered Bank
8				
9	S-No	Amount	Name	Account Nr
10	1	810,873.00	Shirima	0100314756300
11	2	706,320.00	Mollel	0100314754100
12	3	1540,398.00	Richard	0100314754300

4.07 Leave reports

Purpose: To summarize leave data for a year.

Menu: Reports | Leave reports

- The *Leave details* report summarizes leave data, by month.



ABC Ltd.


Leave summary for 2009

Code	Name	Month	B/F	Earned	Taken	C/F
0-001	Lema, Peter	Jan	21.96	1.83	0.00	23.79
		Feb	23.79	1.83	0.00	25.62
		Mar	25.62	1.83	0.00	27.45
		Apr	27.45	1.83	0.00	29.28
		May	29.28	1.83	0.00	31.11
		Jun	31.11	1.83	0.00	32.94
		Jul	32.94	1.83	0.00	34.77
		Aug	34.77	1.83	0.00	36.60
		Total		14.64	0.00	

0-006	Fulani, Mary	Jan	0.00	0.00	0.00	0.00
		Feb	0.00	0.00	0.00	0.00
		Mar	0.00	0.00	0.00	0.00
		Apr	0.00	0.00	0.00	0.00
		May	0.00	0.00	0.00	0.00
		Jun	0.00	0.00	0.00	0.00
		Jul	0.00	0.00	0.00	0.00
		Aug	0.00	0.00	0.00	0.00
		Total		0.00	0.00	

0-007	Mmbaga, Emmanuel	Jan	17.30	0.00	0.00	17.30
		Feb	17.30	0.00	0.00	19.12

- The *Leave by month* report lists leaves for each employee by month.

		ABC Ltd Leave by month for 2009			
first name	last name	B/F	Earned	Taken	C/F
July					
Godwin	Munisi	28.94	1.83	0	30.77
Bertha	Mkamba	32.94	1.83	0	34.77
Fred	Masawe	5.94	2.33	0	8.27
Peter	Lema	32.94	1.83	0	34.77
Babu	Kaaya	22.82	0	0	22.82
Dorothy	Peter	32.94	1.83	0	34.77

4.08 Bi-annual TRA Statements

Purpose: to generate the TRA report ITX215.01.E

Menus: (1) Reports | Bi-annual TRA Statements | PAYE Statement (2) Reports | Bi-annual TRA Statements | SDL Statement

- A dialog window allows you to edit statement's fields. You then select the year, and the first half or second half.

Information for PAYE form

TIN

Name of employer

PO Box

Postal City

Phone Number 1

Phone Number 2

Phone Number 3

Fax Number

Email Address

Plot Number

Eblock Number

Street Location


Name of Branch

Select Year, Half

Year

Half

- The statement is produced.



TANZANIA REVENUE AUTHORITY

P.A.Y.E.
STATEMENT AND PAYMENT OF TAX WITHHELD

YEAR:

TIN:

Period: (Please tick the appropriate box)

☒ From 1 January to 30 June

☐ From 1 July to 31 December

4.09 Payslips in Kiswahili

Purpose: For selected employees, print their payslips in Kiswahili

Menus: (1) *Data entry | Employee Info | Tab: Financial.* (2) *Data entry | Configuration | Tab: Financial / Earnings, Deductions / Docs, Scores*

1. Select *Data entry | Employee Info | Tab: Financial* and tick *Payslip in Kiswahili*. The payslip of the selected employee will be printed in Kiswahili.

Payslip in Kiswahili ☒

2. Kiswahili translations are entered in three locations:

- a. Configuration of overtime: *Data entry | Configuration | Tab: Financial.*

Overtime description	Description - Kiswahili	Rate
Night	Usiku	150.00%
None	Hakuna	0.00%

- b. Configuration of Earnings and Deductions: *Data entry | Configuration | Tab: Earnings and Deductions.*

Earning	Earning - Kiswahili	Type	Qty
Health Insurance	Bima ya afya	TZS	
Deduction	Deduction - Kiswahili	Type	Qty
Advance	Advansi	TZS	

- c. Configuration of a translation list: *Data entry | Configuration | Tab: Docs, Scores.*


English	Swahili	Delete
April	Aprili	
August	Agosti	

4.10 Pensions Annual Summaries

Purpose: To summarize the annual pension contributions

Menu: Reports | Pensions and Insurances | Pension Annual Summary

- Select reports by pension provider.
- The report lists gross salaries, employee contribution and employer contribution for each employee.



ABC Ltd
PPF contributions for 2009
Employer number: 654321

Code	Last name	First name	Number	Basic Salary	Gross Salary	Employee contribution 10%	Employer contribution 10%	Total
O-008	Ngoda	Stanley	01 21 888	336,000	336,000	33,600	33,600	67,200
O-009	Sival	Kennedy	unknown	436,800	436,800	43,680	43,680	87,360
O-010	Mangi	Judy	01 32 333	512,000	512,000	51,200	51,200	102,400
O-011	Macha	Caroline	unknown	252,000	252,000	25,200	25,200	50,400
O-012	Ndosi	Alfred	unknown	304,000	304,000	30,400	30,400	60,800
O-013	Mosha	Tony	unknown	672,000	672,000	67,200	67,200	134,400
O-014	Lucky	Jonathan	unknown	400,000	400,000	40,000	40,000	80,000
O-015	Mkamba	Bertha	unknown	268,800	268,800	26,880	26,880	53,760
S-002	Osuji	Augustino	unknown	84,000	84,000	8,400	8,400	16,800
Totals				3,265,600	3,336,160	333,616	333,616	667,232

4.11 PPF Summary for the month

Purpose: Display or print the official PPF summary report for the current month.

Menu: Reports | Pensions and Insurances | PPF Summary for the month

- Enter Cheque information; click Calculate to get the total amount payable.

Information for PPF form

Cheque Number

214560

Cheque date

09/11/2011

Cheque amount

1,030,624.00

Calculate

OK

- Report:

PPF

PPF Logo

Primary User:

PPF

P.O. Box 72473

Dar es Salaam, Tanzania

Tel: 211 351932, 2110342

Fax: 2117772

Page No:

1

Cheque No:

214560

Date of cheque:

09/11/2011

Amount:

1 030 624.00

CONTRIBUTIONS FOR THE MONTH OF: January, 2010

Name of Employer: ABC Ltd

Address: P.O. Box 24600 Arusha

Employer's Registration Number: 122453

S/N	Membership Number	Full Name	Monthly salary	Members Contributions Rate	Members Contributions Amount	Employers Contributions Rate	Employers Contributions Amount	Total Contribution
1	01 21 888	Stanley Ngoda	383,340.00	10.0%	38,334.00	10.0%	38,334.00	76,668.00
2	01 32 111	Hamisi Juma	591,360.00	1.7%	10,000.00	1.7%	10,000.00	20,000.00
3	01 32 111	Stanley Ngoda	591,360.00	1.7%	10,000.00	1.7%	10,000.00	20,000.00

- See also NSSF Summary for the month. To print a report for an alternative pension fund select Reports | Pensions and Insurances | Pension and Insurance Summaries - All

4.12 Print and View

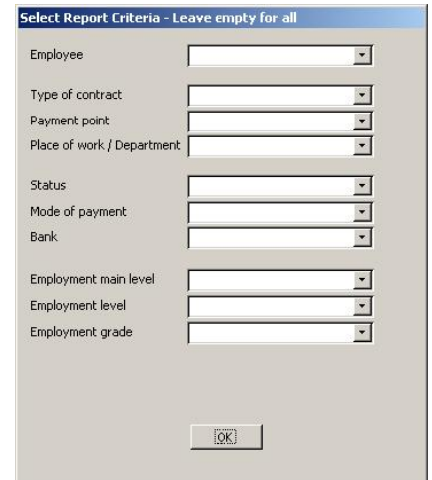
Purpose: To preview and print reports

Menus: (1) *File | Print.* (2) *Data Entry | Configuration | Folders*

- When selecting a report, often a dialog box pops up asking for parameters. Enter parameters, or click OK to accept all.
- The report is displayed on screen.
- To print, select *File | Print* (or CONTROL+P)

Note:

- Most reports are automatically exported to an Excel file.
- The Report export folder is set in *Data Entry | Configuration | Folders*

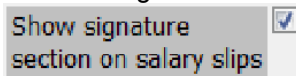


4.13 Signature and Leave sections on payslips

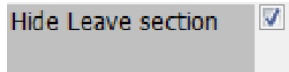
Purpose: Show / hide sections on payslips

Menu: *Data Entry | Configuration | Tab: Salaries*

- To add a signature section, tick this option:



- To hide the leave information, tick this option:



- Signature and Leave sections appear like shown below:

Leave balance	700,000
TAKE HOME:	308,067
Bank/c 0100314759500:	308,067
LEAVE:	
Brought forward	5.49
Earned	1.83
Taken this month	0.00
Carried forward	7.32

Removed achievement bonus

I have received my salary as indicated above:

Date: _____

Name: _____

Signature: _____

signature section

leave section

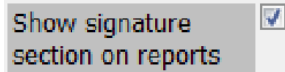
footer

4.14 Signature section on reports

Purpose: Show / hide a signature section on reports

Menu: Data Entry | Configuration | Tab: Salaries

- Select *Data Entry | Configuration | Tab: Salaries*.
- To add a signature section on reports, tick this option:



- The Signature section appears like this:

# 18	Totals	9,540.25	0.00	46.67	0.00	0.00	328.55	1,858.01
------	--------	----------	------	-------	------	------	--------	----------

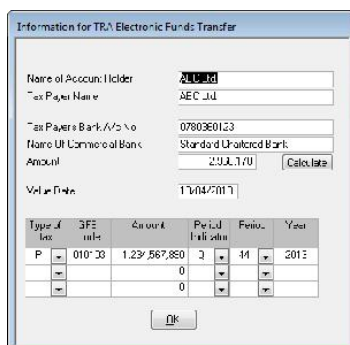
Prepared by:	Reviewed by:	Authorized by:
_____	_____	_____
Date:	Date:	Date:
___/___/___	___/___/___	___/___/___
Signature:	Signature:	Signature:
_____	_____	_____

4.15 TRA Electronics Funds Transfer

Purpose: To prepare an electronic funds Transfer form ITX215.01.E

Menu: Reports | Payments | Electronic Funds Transfer

- For this option to work, the file *Domestic Revenue - Employment Tax.xls* must be available in C:\PayEasy. If not, download it from:
www.quickbooks.co.tz/Downloads/Domestic Revenue - Employment Tax.xls
- A dialog window allows you to edit the form's fields. Click Calculate to fill in the total amount due for the current month.



- The spreadsheet C:\PayEasy \Domestic Revenue - Employment Tax.xls is updated with the fields of the Dialog window:

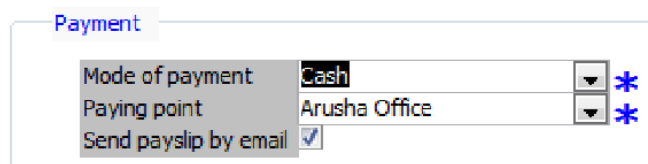
4.17 Email Payslips

Purpose: To send pay slips by email to employees

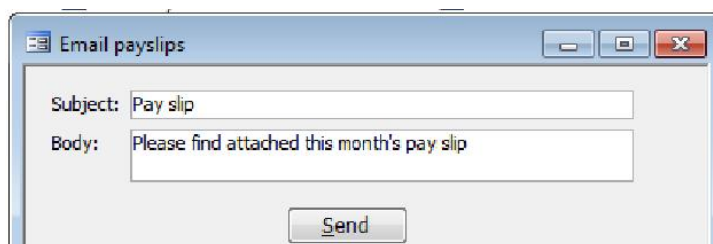
Menus: (1) *Reports | Salary slips | Email pay slips* (2) *Data Entry | Employee Info | Tab: Financial*

Note: This feature only works if MS-Outlook has been installed on your PC!

- In *Data Entry | Employee Info | Tab: Financial* tick the *Send pay slip by email* tick box of employees you want to send pay slips to.



- In *Data Reports | Salary slips | Email pay slips* complete the optional Subject and Body fields, and click Send to send the pay slips via Outlook



Note: while emailing, printing messages and the emails flash on the screen.

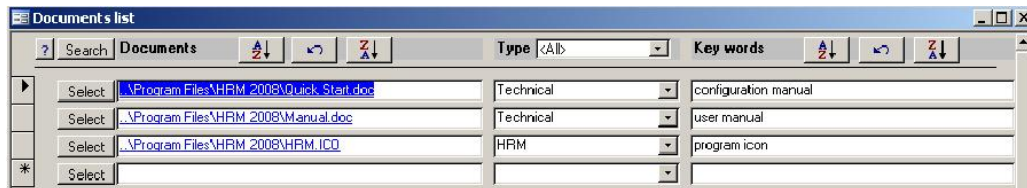
5. Help

5.01 Documents list

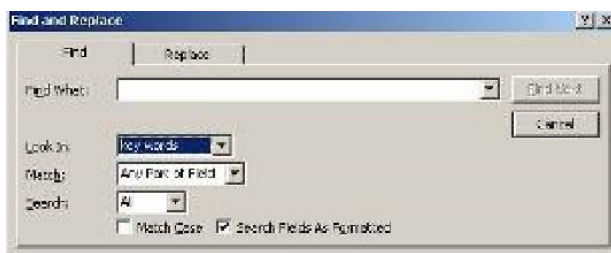
Purpose: To access documents, by sorting and categorizing them.

Menu: *Help | Documents List*

- The documents are stored in a folder - for example on your server.



- Click **Search** and select the column you want to search items in, and set *Match* to *Any part of field* and *Search* to *All* for best search results:



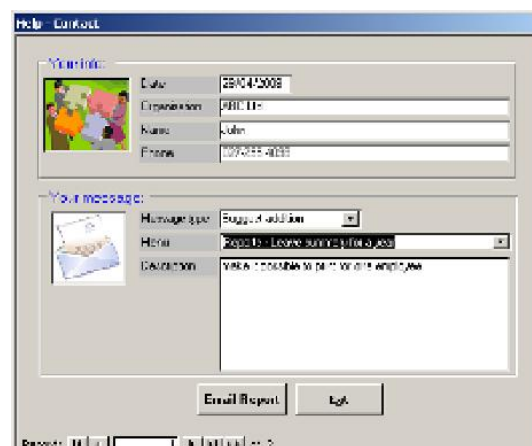
- Use **A-Z** and **Z-A** to sort the lists in ascending or descending order. Click **Remove** to remove sorting.
- Filter with the *Type* field: **Type** <All>
- Click **Select** and browse to the document to be linked.

5.02 Email error report

Purpose: Report errors, or suggest improvements, to the programmer.

Menu: *Help | Email Error report*

- Complete the fields and click "submit" to generate an email message to the programmer.
- Use the navigation buttons in the bottom to see previous error reports.



5.03 FAQs

#	Question	Answer
1	Why are <i>PAYE</i> amounts wrong in the reports?	- You are using the wrong <i>PAYE</i> table - Note that <i>PAYE</i> is based on the Taxable income: Gross-Pension
2	I entered employee information but I cannot see this employee in the payroll	- You omitted to enter compulsory data – marked with * - You left the basic salary to be 0 <i>Run Report Tabular overview for the month Incomplete Employee Data</i>
3	I cannot change the field Basic	Set the employment Grade to ‘-’
4	On Zanzibar we don’t use <i>SDL</i> . Can I use this HRM package?	In <i>Configuration PAYE, SDL</i> set the <i>SDL</i> percentage to 0
5	I accidentally posted the month before I was ready. How can I undo this?	- Restore your recent backup. - If you don’t have a backup, make one, zip it and send it to marketing@arusha.co.tz . At a fee we will reverse the posting.
6	I want an advance of 50,000/= automatically added each month for some employees. Is this possible?	- Select <i>Data entry Configuration Tab: Earnings, Deductions</i> - In the <i>Deductions</i> table make a line with ‘Deduction=Advance 50k, Recurrent=ticked, Type=TZS, Qty=50,000, Taxed=un-ticked’ - In <i>Employee Info Employment Details</i> , select the employee and add a Recurrent Deduction=Advance 50k - You can see the advances after Posting or Resetting the payroll,
7	I have lost the tab sheet Appraisals. How can I get it back?	In <i>Users Tab: Employee Info Tabs</i> tick the Active box for <i>Appraisals</i> .
8	How can I change the name of my company in the setup?	For security reasons you cannot change it. If you really need it to be changed: - Make a new file; or - Click on the Up-Arrow. Obtain a code from marketing@arusha.co.tz
9	On Zanzibar, Pension is based on the Basic salary, and not on the Gross. What to do?	To base pensions on Basic salaries and not on Gross salaries, tick the Basic Tick box in <i>Data entry Configuration Tab: Pension, Insurance</i> .
10	I think Overtime for Public Holiday + Night should not be 210% but 205%	Change the rate in <i>Data entry Configuration Financial</i> , in the <i>Overtime</i> table.
11	An employee has a loan running. I want to add another loan for the same employee.	The software supports only one loan at a time. Enter the name of the Employee, and choose to adjust the loan.
12	I cannot change the rights level of the first user	The rights’ level of the first user in the list cannot be changed, or deleted. This is done to ensure somebody keeps access to the user setup.
13	I have erased the data file. The program cannot start anymore	- Try to restore it from the recycle bin. - Rename your last backup file to the name of the data file.
14	I have forgotten the password.	Call 027-250 7708 or 250 8306 and ask for assistance.
15	The installation key provided is refused by the program.	Check and if needed correct the date and time on your computer.
16	I keep on getting error messages.	Make sure your PC is free of viruses, spyware and adware.
17	I am asked to confirm to delete or to append when I run a report.	A. Configure Access Access 2003: Start the Access 2003 program. <ul style="list-style-type: none">• Macro settings: Select Tools - Macro - Security = Low• Confirmation: Open any database. Select Tools -

		<p>Options - Edit/Find; untick the 3 boxes for Confirm.</p> <p>Access 2007: Start the Access 2007 program.</p> <ul style="list-style-type: none"> Macro settings: Select: File - Access Options - Trust Center - Trust Center settings - Macro settings - Enable all macros. Confirmation: Menu button - Access options - Advanced; untick the three boxes for Confirm. <p>B. Configuration for Vista:</p> <ul style="list-style-type: none"> Right click the folder c:\Program Files\hrm 2008\ Change the folder's security: set allow all.
18	I dismissed an employee, and deleted his record. Now he does not appear in bi-annual reports.	When you dismiss employees, change their status from 'On Post' to 'Dismissed'. Only use Delete to remove wrong records.
19	I would like to email salary slips to our other office in another town, but I can't seem to export it into Word or Excel to email them.	Version 2.24 introduced emailing of salary slips: Reports Salary slips Email pay slips
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